



R_{RFQ} Summary

[Send Q&As](#)[Forward RFQ](#)[Modify RFQ](#)[Cancel RFQ](#)

Selected vendor(s) were notified

RFQ ID RFQ537323 (Modification 1)	Reference # 5TS57100252				
RFQ Title DEAMS Functional Management Advisory and Assistance Services					
RFQ Status Open	Delivery Days Period of Performance 03/01/2011 through 02/29/2016				
RFQ Issue Date 01/05/2011 08:37:11 AM EST	RFQ Close Date 02/04/2011 02:00:00 PM EST				
Line Items					
Mfr. part No/NSN/Item	Manufacturer	Product/Service Name	Qty	Unit	Ship Address
Description See attached documents for requirements description and RFQ submission requirements. Kearney & Company is the incumbent service provider.					
Attached Documents: RFQ instructions 15 Dec 10.docx PWS 24 Nov 10.doc PWS attachment A_strategy.pptx PWS attachment B applicable documents.doc PWS attachment C task directive.doc PWS attachment D spirals 3-5 requirements.doc PWS attachment D spirals 3-5 requirements.ppt PWS attachment E travel expense sheet.xls PWS attachment F locations.xlsx PWS attachment G staffing levels.xlsx SDS 5Jan11.xlsx RFQ instructions - PPQ.doc					
Shipping Address (1) AAS: GSA, Region 5, FAS, AAS 1710 CORPORATE CROSSING SUITE 3 O Fallon, IL 62269-3734					
<i>Individual Receiving Shipment</i> Wendi Borrenpohl 618 622 5806 wendi.borrenpohl@GSA.GOV					



Vendor Notifications

The following vendors will receive an email notice on the RFQ Issue date **01/05/2011 08:37:11 AM EST** inviting them to quote on your RFQ.

RFQ537323

Vendor Name	Contract Number	Category	Vendor e-mail
BOOZ ALLEN HAMILTON	GS-23F-0109L	520: 520 13	bahgsaschedule@bah.com
CAPITAL CITY TECHNOLOGIES	GS-23F-0041T	520: 520 13	rich.eyermann@ey.com
ERNST & YOUNG	GS-23F-8152H	520: 520 13	eunice.toles@ey.com
KEARNEY & COMPANY	GS-23F-0092J	520: 520 13	esteininger@kearneyco.com

[▶ Back](#)

PERFORMANCE WORK STATEMENT (PWS)

TASK ORDER ID: 5TP57100252
PROJECT TITLE: Defense Enterprise Accounting and Management Systems (DEAMS)
Functional Management Advisory and Assistance Services (A&AS)
DATE: 24 Nov 10
CONTRACT TYPE: Time and Materials with Cost Reimbursable Travel
CONTRACT VEHICLE: Multiple Award Schedule (MAS) 520, Financial and Business Solutions, Special
Item Number (SIN) 13, Complementary Financial Management Services

1. INTRODUCTION / BACKGROUND / OBJECTIVE / APPLICABLE DOCUMENTS.

1.1. Introduction. The Office of the Secretary of Defense established the DEAMS Program to transform financial management processes and systems. The goal of the DEAMS Program is to deliver a single financial system for the United States Transportation Command (USTRANSCOM), the United States Air Forces (USAF), and the Defense Finance and Accounting Service (DFAS). DEAMS is an Office of Under Secretary of Defense (Comptroller) approved Business Management Modernization Program initiative to implement standard business practices and software configurations for USTRANSCOM, its components, DFAS, and the USAF, to include USAF Guard and Reserve Units.

1.1.1. The **Scope** of the DEAMS Program includes administration of the Transportation Working Capital Fund and the USAF General Fund. This initiative integrates disparate financial management systems into a single integrated system.

1.1.2. The DEAMS **Program Strategy** employs an incremental development approach, and focuses upon the rapid fielding of capability as detailed in **Attachment A**:

- Increment 1, Spirals 1 & 2: Deploys DEAMS functionality to Scott AFB and supporting DFAS locations to enable Users to “use and learn” DEAMS and to validate the solution. Upon successful deployment of DEAMS Spiral 2, that functionality will become the technical and functional baseline for all future increments and spirals (the Spiral 1-2 DEAMS Solution).
- Increment 1, Spirals 3 & 4: Previously identified as Increment 2, Spirals 3 and 4 (Spirals 3-4) expand the Spiral1-2 DEAMS Solution to satisfy Government requirements and deploy this expanded Solution to the Army’s Surface Deployment and Distribution Command Headquarters at Scott AFB, and the Navy’s Military Sealift Command Headquarters at Washington, DC, plus a majority of USAF bases world-wide. Spiral 3-4 will operate on the Global Combat Support System - Air Force (GCSS-AF) (or equivalent Government furnished hosting environment).
- Increment 2, Spiral 5: Expands upon the Spiral 1-4 DEAMS Solution to satisfy Government requirements and deploys the enhanced DEAMS solution to remaining USAF installations, specifically those within Air Force Space Command (AFSC) and Air Force Materiel Command (AFMC).

1.2. Background. Since the 1960s, the UASF has relied upon legacy systems that effectively prohibit Chief Financial Officer (CFO) Act compliance and clean audit opinions. In 2005, USTRANSCOM, USAF and DFAS entered into a partnership to replace these legacy accounting systems. In 2005, the Government selected the Oracle Ili eBusiness Suite as the core Commercial-Off-The-Shelf (COTS) solution to meet the DEAMS Program goal. The Government subsequently contracted with a System Integrator (SI) for the Spiral 3-4, Technology Development Phase of the DEAMS Program. The Government now seeks to select a SI for the DEAMS Spiral 3-5 effort. In 2005, the Government also selected and contracted with Kearney & Company to provide Project Management and Financial Management Support Services. This effort included a range of services to support the blueprinting, configuration, and implementation of recommended financial solutions, and to provide efficient program management and financial management support.

1.3. Objective. The objective of the resultant Task Order is to obtain Functional Management A&AS in support of DEAMS.

1.4. Applicable Documents. The documents listed at **Attachment B** hereto shall be considered an integral part of the resultant Task Order.

- 2. TASK REQUIREMENTS.** The Contractor shall support the tasks described below. The Government will issue to the Contractor written, project-specific task directives (**Attachment C**) to assign pre-defined tasks or otherwise describe special analyses and reports. These task directives will also identify completion dates, required skill sets and projected costs. Task directives will be signed and dated by an authorized Government representative and delivered to the Contractor representative responsible for managing the work.

Task Requirements include project planning and execution; pre-deployment, deployment, and post-deployment/sustainment support; and the development, preparation, submission, and maintenance of task activity documentation, as required. Some Task Requirements are intentionally duplicative within the categories of Pre-Deployment, Deployment and Post- Deployment/Sustainment to facilitate the Contractor's development of a comprehensive and supportable Work Breakdown Structure.

2.1. Pre-Deployment Support.

2.1.1. Functional Management. The Contractor shall:

- 2.1.1.1. Support DEAMS Functional Management Office (FMO) efforts to coordinate and facilitate problem reporting, prioritization, tracking and resolution.
- 2.1.1.2. Perform a range of activities in support of functional management including, but not be limited to, scheduling, coordinating and attending evolutions designed to resolve functional management and financial management issues.

2.1.2. Functional Policies. The Contractor shall assist the DEAMS FMO in:

- 2.1.2.1. Developing, coordinating and implementing policies and procedures relative to the staffing and management of DEAMS capability and functionality, including but not limited to researching, drafting, and coordinating said policies and procedures.
- 2.1.2.2. Developing, coordinating and implementing policies and procedures relative to DEAMS accounting capability.
- 2.1.2.3. Assessing and recommending improvements to the development of operational requirements and the execution of operational processes.

2.1.3. Direct Support to DEAMS FMO. The Contractor shall:

- 2.1.3.1. Attend scheduled status meetings with DEAMS functional leadership to review program status and assist in resolving program issues that arise during those reviews.
- 2.1.3.2. Provide financial management support to validate the complete integration of Standard Financial Information Systems (SFIS) accounting data into the COTS solution, to assess internal controls and to improve accounting operations.
- 2.1.3.3. Assist the FMO and the SI in ensuring that the DEAMS Solution complies with, and remains compliant with, relevant law, regulation and policy.
- 2.1.3.4. Assist in the implementation of internal controls, including manual and automated controls that support Generally Accepted Accounting Principles (GAAP), and Yellowbook and CFO Act accounting policies and procedures.

2.1.4. Training Requirements. The Contractor shall assist the DEAMS FMO in:

- 2.1.4.1. Coordinating and providing training, as required.
- 2.1.4.2. Reviewing and validating training materials, as required.
- 2.1.4.3. Providing initial training to FMO personnel and end-users of DEAMS.
- 2.1.4.4. Providing follow-on training to FMO personnel and end-users of DEAMS.

2.1.5. Software/Interface Project Management. The Contractor shall:

- 2.1.5.1. Provide functional support to coordinate integration and system interface efforts.
- 2.1.5.2. Assist in planning and developing system interface requirements and agreements.

2.1.6. Data Management. The Contractor shall:

- 2.1.6.1. Assist DEAMS stakeholders in providing data cleansing and data conversion support.
- 2.1.6.2. Perform qualitative analysis of, and recommend improvements to DEAMS' ability to meet end-user financial analysis and reporting requirements, to include both *ad hoc* and standard form reporting.
- 2.1.6.3. Assist the DEAMS stakeholders in providing data management and data processing assistance, as required.
- 2.1.6.4. Assist the DEAMS FMO in reviewing technical documentation.

2.1.7. System-Level Operational Architecture. The Contractor shall:

- 2.1.7.1. Review and validate proposed operational architecture to ensure that:
 - Processes have been properly migrated from the Spiral 1-2 DEAMS Solution, and
 - Existing models have been captured and correctly migrated within the architecture.
- 2.1.7.2. Assist in developing functional requirements for DEAMS in Spirals 3-5 (**Attachment D**).
- 2.1.7.3. Represent the FMO in internal and external meetings and studies related to cross-functional business systems investment and similar enterprise-wide initiatives.

2.1.8. Milestone Documentation. The Contractor shall assist the FMO in developing, reviewing, and coordinating functionally aligned documents to support future DEAMS Acquisition Milestone Reviews.

2.1.9. Deployment. The Contractor shall:

- 2.1.9.1. Support the FMO during preparation and deployment of Site Activation Task Forces.

- 2.1.9.2. Assist Deployment Team Leads in the conversion of data and the deployment of DEAMS.
- 2.1.9.3. Assist deployment government leads in coordination, scheduling, and reporting in support of deployment.

2.2. Deployment Support.

2.2.1. Functional Management. The Contractor shall:

- 2.2.1.1. Support FMO efforts to coordinate and facilitate problem reporting, prioritization, tracking and resolution.
- 2.2.1.2. Perform a range of activities in support of functional management including, but not be limited to, scheduling, coordinating and attending evolutions designed to resolve functional management and financial management issues.

2.2.2. Functional Policies. The Contractor shall assist the DEAMS FMO in:

- 2.2.2.1. Developing, coordinating and implementing policies and procedures relative to the staffing and management of DEAMS capability and functionality, including but not limited to researching, drafting, and coordinating said policies and procedures.
- 2.2.2.2. Developing, coordinating and implementing policies and procedures relative to DEAMS accounting capability.
- 2.2.2.3. Assessing and recommending improvements to the development of operational requirements and the execution of operational processes.

2.2.3. Direct Support to DEAMS FMO. The Contractor shall:

- 2.2.3.1. Attend scheduled status meetings with DEAMS Functional leadership to review status and assist in resolving functional issues that arise during those reviews.
- 2.2.3.2. Provide financial management support to validate the complete integration of SFIS accounting data into the COTS solution, to assess internal controls and to improve accounting operations.
- 2.2.3.3. Assist the FMO in ensuring that the DEAMS Solution complies with, and remains compliant with, relevant law, regulation and policy.
- 2.2.3.4. Assist in the implementation of internal controls, including manual and automated controls that support GAAP, and Yellowbook and CFO Act accounting policies and procedures.

2.2.4. Training Requirements. The Contractor shall assist the DEAMS FMO in:

- 2.2.4.1. Coordinating and providing training, as required.
- 2.2.4.2. Reviewing and validating training materials, as required.
- 2.2.4.3. Providing initial training to FMO personnel and end-users of DEAMS.
- 2.2.4.4. Providing follow-on training to FMO personnel and end-users of DEAMS.

2.2.5. Software/Interface Project Management. The Contractor shall:

- 2.2.5.1. Provide functional support to coordinate integration and system interface efforts.
- 2.2.5.2. Assist in planning and developing system interface requirements and agreements.
- 2.2.6. Deployment. The Contractor shall:
 - 2.2.6.1. Support the FMO during preparation and deployment of Site Activation Task Forces.
 - 2.2.6.2. Assist Deployment Team Leads in the conversion of data and the deployment of DEAMS.

2.3. Post Deployment/Sustainment.

- 2.3.1. Functional Management. The Contractor shall:
 - 2.3.1.1. Support FMO efforts to coordinate and facilitate problem reporting, prioritization, tracking and resolution.
 - 2.3.1.2. Perform a range of activities in support of functional management to include, but not be limited to, scheduling, coordinating and attending functional management and financial management issues.
- 2.3.2. Functional Policies. The Contractor shall assist the DEAMS FMO in:
 - 2.3.2.1. Developing, coordinating and implementing policies and procedures relative to the staffing and management of DEAMS capability and functionality, including but not limited to researching, drafting, and coordinating said policies and procedures.
 - 2.3.2.2. Developing, coordinating and implementing policies and procedures relative to DEAMS accounting capability.
 - 2.3.2.3. Assessing and recommending improvements to the development of operational requirements and the execution of operational processes.
- 2.3.3. Direct Support to DEAMS FMO. The Contractor shall:
 - 2.3.3.1. Attend scheduled status meetings with DEAMS Functional leadership to review program status and assist in resolving functional issues that arise during those reviews.
 - 2.3.3.2. Provide financial management support to validate the complete integration of SFIS accounting data into the COTS solution, to assess internal controls and to improve accounting operations.
 - 2.3.3.3. Support USTRANSCOM, DFAS, and UASF DEAMS users in processing DEAMS transactions, as required.
 - 2.3.3.4. Assist the FMO in ensuring that the DEAMS Solution complies with, and remains compliant with, relevant law, regulation and policy.
 - 2.3.3.5. Assist in the implementation of internal controls, including manual and automated controls that support GAAP, and Yellowbook and CFO Act accounting policies and procedures.
- 2.3.4. Training Requirements. The Contractor shall assist the DEAMS FMO in:

- 2.3.4.1. Coordinating and providing training, as required.
- 2.3.4.2. Reviewing and validating training materials, as required.
- 2.3.4.3. Providing initial training to FMO personnel and end-users of DEAMS.
- 2.3.4.4. Providing follow-on training to FMO personnel and end-users of DEAMS FMO.

2.4. Expertise and Experience. The contractor's quote shall include the resumes of the proposed key staffing, documenting personnel expertise and experience available to support this requirement. Documented expertise and experience and the ability to demonstrate knowledge/skills/abilities with the items (i.e. technologies, organizations, systems, processes, etc.) listed below is highly desirable for the contractor staffing proposed to complete the task activities.

While each individual contractor employee may not possess expertise and experience in each area identified in the subsequent paragraphs, the Government requires that the overall contractor staff possess the aggregate skills, expertise, and experience in each of the areas identified to successfully complete all task requirements. All contractor personnel shall be capable of working independently

- Familiarity with DoD and United States Air Force Financial Management
- Functional familiarity with Oracle Federal Financials
- Technical familiarity with Oracle Federal Financials
- Experience with Oracle Federal Financial audit capabilities
- Familiarity with Air Force legacy financial management systems and processes
- Expertise in operational Air Force Financial Data Structure
- Expertise in operational Air Force Data Panel
- Expertise in operational Air Force Data Dictionary
- Experience with project cost accounting in one or more of the following Commands
 - Air Force Material Command
 - Air Force Space Command
 - Air Force Research Laboratory
- Knowledge of Job Order Cost Accounting System
- Defense Financial Manager (CDFM) Certification
- Government Financial Manager (CGFM) Certification
- Experience as Certified Public Accountant (CPA)
- Experience as Certified Internal Auditor (CIA)
- Familiarity with Defense audit process
- Knowledge of Foreign Military Sales

3. QUALITY. Both the Contractor and the Government have responsibilities for providing and ensuring quality services, respectively.

3.1. Quality Control. The contractor shall establish and maintain a complete Quality Control Plan (QCP) to ensure the requirements of this task order are provided as specified in accordance with the applicable Inspection of Services Clause. The Contracting Officer (CO) will notify the contractor of acceptance or required modifications to the plan. The contractor shall make appropriate modifications (at no additional costs to the government) and obtain acceptance of the plan by the CO. The Government has the right to require revisions of the QCP (at no cost to the Government) should the plan fail to control the quality of the services provided at any time during the task order performance. The plan shall include, but is not limited to the following:

- A description of the inspection system covering all services listed.
- The specification of inspection frequency.
- The title of the individual(s) who shall perform the inspection and their organizational placement.

- A description of the methods for identifying, correcting, and preventing defects in the quality of service performed before the level becomes unacceptable.

On-site records of all inspections conducted by the Contractor are required. The format of the inspection record shall include, but is not limited to, the following:

- Date, time, and location of the inspection.
- A signature block for the person who performed the inspection.
- Rating of acceptable or unacceptable.
- Area designated for deficiencies noted and corrective action taken.
- Total number of inspections.

3.2. Quality Assurance. The Government will perform periodic reviews of the contractor's performance in accordance with the Government's Quality Assurance Surveillance Plan (QASP) and the Service Delivery Summary (SDS). The Government reserves the right to review services to be provided, including those developed or performed at the Contractor's facilities, to determine conformity with performance and technical requirements. Government quality assurance will be conducted on behalf of the CO. The Contracting Officer Technical Representative (COTR) will be appointed to coordinate the overall quality assurance of technical compliance.

4. DELIVERABLES. Table 1 below summarizes the deliverables and due dates prescribed under this section.

4.1. Contractor Submission. The Contractor shall submit Task Order Deliverables to the Government under cover of a letter describing the Deliverable and written on the Contractor's letterhead. The Contractor shall transmit said Deliverable and cover letter electronically through the GSA web-based procurement system, Information Technology Solutions Shop (ITSS), and to any other destination, required by the Government's authorized representative. The Contractor shall also provide to the Government hard copies of said Deliverable and cover letter, as required. The Contractor shall produce deliverables using software tools and versions, as required.

4.2. Government Review. Within 10 business days of receipt of a Deliverable under this Task Order, the Government will review each such Deliverable (or any resubmission thereof) and accept or reject said Deliverable in writing, with or without comment. Should the Government reject the Deliverable with comment, the Contractor shall, within 5 business days of receipt of such comment, resubmit the Deliverable amended in accordance with said comments, or provide a rationale for declining to do so.

4.3. Deliverable Rights. All documentation, including but not limited to, documented processes, procedures, software tools and applications, test materials, text, notes, electronic files, data, new capabilities or modification of existing applications, source code and records generated, modified, acquired or produced by the Contractor under this Task Order (Produced Materials) shall become the property of the Government. The Government shall have unlimited rights to all Produced Materials, including the right to modify, distribute and publish same. The Contractor shall deliver electronic copies of all Produced Materials to the Government quarterly and upon expiration or termination this Task Order by either party for any reason.

4.4. Monthly Invoice. The contractor shall provide a monthly invoice to be submitted simultaneously with the monthly status report. The invoice shall include but not be limited to:

- Labor hours expended. The labor hours expenditure information shall include the identification of the employee name, labor category, hourly labor rate, and total number of labor hours expended.
- Timecards. The contractor shall provide a copy of each employee's timecard/sheet. The timesheet shall identify the contractor employee name and number of hours claimed per day.
- Travel costs.

- Supporting documentation for travel costs. Invoices including travel costs shall include supporting documentation as required by the Federal Travel Regulation (FTR) (receipts for all costs \$75.00 or greater). Invoice submissions including travel costs shall include completed travel expense sheets (i.e. travel voucher) for each trip for each employee. All travel costs shall be compiled into the Government provided travel expense sheet (**Attachment E**). The travel expense sheet shall be submitted with the invoice.
- The contractor shall comply with line item (i.e., per individual positions, different programs, program areas, etc.) billing requests.

4.5. Monthly Status Report. The Contractor shall submit to the Government a Monthly Status Report of services performed (and to be performed) under this Task Order, concurrent with the Monthly Invoice. Monthly Status Reports shall include the status of tasks, schedules, deliverables, current and cumulative task funding (including direct labor costs and travel costs), outstanding issues, and proposals to resolve these issues. The "Status of Tasks" portion of the Monthly Status Report shall include a summary description and schedule of tasks completed during the reporting period, tasks currently underway but incomplete and tasks assigned with out-of-reporting-period delivery dates.

4.6. Transition Plans. The Contractor shall develop and deliver to the Government the following Transition Plans. The Contractor shall develop these Transition Plans with a view to transitioning Government A&AS from one contractor to another while maintaining program integrity and minimizing the impact of such transitions upon the DEAMS Program. The Contractor shall take all commercially reasonable measures necessary to achieve a successful transition from the incumbent contractor to the follow-on contractor.

4.6.1. Phase-in Plan: The Contractor shall develop and deliver to the Government a one-month Phase-in Plan for the period 01 Mar 11 through 31 Mar 11. Such Phase-in Plan shall present a clear understanding of the phase-in tasks required, the issues likely to arise in bringing a new contractor to the Program, and the Contractor's proposal to resolve such issues. The Phase-in Plan shall include a clear and feasible strategy for delivering services required within the periods specified by the Plan and shall include a detailed plan-of-action and milestones to transition the functions identified in this PWS. The Phase-in Plan shall include, at a minimum:

- Manning;
- Development and submission of required deliverables;
- Interface with the Government during phase-in, to include meetings or status reports, as required;
- Approach to maintaining quality and minimizing disruption during phase-in; and
- Development and dissemination of operating instructions, procedures, and control directives.

4.6.2. Phase-out Plan: The Contractor shall submit to the Government a Phase-out Plan sixty (60) calendar days prior to the expiration or termination of this Task Order. The Phase-out Plan shall include at a minimum:

- Plans to retain staffing levels necessary to maintain required A&AS through the day of Task Order expiration or termination; and
- Plans to perform a physical inventory of Government Furnished Equipment, including the certification and reconciliation of material-on-hand.

4.6.2.1. The Contractor shall remove all Contractor-owned property from Government facilities by close of business on the last day of the Task Order. The Contractor shall coordinate phase-out activities with the incoming contractor to effect smooth and orderly transition at the end of the Task Order period. With the exception of information technology training, which will be provided by the Government, the Contractor shall provide on-the-job training and knowledge transfer (including application access, database access, functional designs,

technical designs, architectural documentation, etc.) to the incoming contractor, as required.

4.7. Task Order Management Plan (TOMP). The Contractor shall provide a TOMP that describes the technical approach, organizational resources, work breakdown structure, and management controls proposed for task performance. The plan shall be available for Government review at all times.

Table 1: Deliverable Matrix

Title	Description	Due Date
Quality Control Plan	Refer to Paragraph 3.1.	Draft submission due 30 days after period of performance start date. The final QCP shall be furnished for acceptance no later than 15 days after receipt of Government comments.
Monthly Invoice	Refer to Paragraph 4.4.	The 15 th calendar day of the month following each reporting period.
Monthly Status Report	Refer to Paragraph 4.5.	The 15 th calendar day of the month following each reporting period.
Transition Plan – Phase-In	Refer to Paragraph 4.6.1	Offerors shall submit a draft Phase-in Plan with each quote. If requested, the Contractor shall provide to GSA, not later than 7 calendar days after the period of performance start date, a final Phase-in Plan addressing any Government comments in respect thereof.
Transition Plan – Phase-Out	Refer to Paragraph 4.6.2	Due 60 calendar days prior to period of performance end date.
Task Order Management Plan	Refer to Paragraph 4.7.	Draft submission due 30 days after period of performance start date. The final QCP shall be furnished for acceptance no later than 15 days after receipt of Government comments.
Project Specific Deliverables.	Plans, Reviews, Assessments, Reports, etc.	To be determined at the time the project specific task directive is assigned to the Contractor to establish delivery dates, milestones, and projected costs.

4.8. Other Reporting Requirements. In addition to the Deliverables identified above, the Contractor shall:

- Report to the COTR as soon as possible any issue that may potentially affect performance under this Task Order;
- Document oral reports with written reports within 24 hours, when directed by the COTR; and
- Provide, in writing to the COTR, a report of any discussion with the Government that may potentially affect the terms or conditions of this Task Order, or may otherwise be construed as proposing amendments to or additional requirements under this Task Order.

5. PERFORMANCE. The Contractor shall not perform any work beyond the scope, terms, conditions or requirements of this Task Order without the express, written approval of the CO.

5.1. Great Lakes Task Order. The selected Contractor shall perform all work in accordance with the General Services Administration (GSA), Federal Acquisition Service, Great Lakes Region, Task Order. Government certification that the Contractor has provided satisfactory services will be contingent upon the Contractor performing in accordance with the terms and conditions of the referenced Contract and Task Order, this PWS, the Service Delivery Summary, the approved technical and cost quotes, and any amendments thereto. Representatives of the DEAMS Functional Management Office (FMO), GSA and the Contractor shall meet as requested by the FMO, at a place and time to be determined by the FMO.

5.2. Kickoff Meeting. Within 7 calendar days of Task Order award, the Contractor shall initiate work on this Task Order by meeting with FMO and GSA representatives to ensure a common understanding of the requirements, expectations, and ultimate deliverables under this Task Order. The Contractor shall discuss its understanding of the project and review any background

information and materials provided by the FMO. The Contractor shall also discuss the scope of work, the deliverables to be produced, the proposed organization of work efforts, the conduct of the project generally, any assumptions made, and anticipated results. The Contractor shall make a concerted effort to gain a thorough understanding of the FMO's expectations of performance under this Task Order. Nothing discussed in this or in any subsequent meeting, however shall be construed as adding, deleting, or modifying any term, condition, requirement, specification or delivery date under this Task Order.

5.3. Period of Performance. The Base Period of Performance under this Task Order shall be 01 Apr 11 through 31 Mar 12. The Contractor's quote shall also include four Option Periods as set forth below. The Government may exercise these Option Periods at the FMO's request, based upon the Government's continuing need, the Contractor's past performance and funding availability.

- Transition Period: 01 Mar 11 through 31 Mar 11
- Base Period: 01 Apr 11 through 31 Mar 12
- Option Period 1: 01 Apr 12 through 31 Mar 13
- Option Period 2: 01 Apr 13 through 31 Mar 14
- Option Period 3: 01 Apr 14 through 31 Mar 15
- Option Period 4: 01 Apr 15 through 29 Feb 16

5.4. Place of Performance (Attachment F). The Primary Place of Performance shall be in Government facilities at the locations identified in **Attachment F** hereto. When required by the Government, the Contractor shall also perform Task Order related activities at other Government and Contractor facilities within the local area. For the purposes of this Task Order, local area facilities are defined as those within 50 miles of a Primary Place of Performance. Reimbursement for local area travel shall not be authorized. Primary Place of Performance includes:

- Fairview Heights, IL
- Wright Patterson AFB, OH
- Denver, CO
- Columbus, OH
- Washington, DC

5.4.1. Travel. The Contractor shall also perform non-local travel in support of this Task Order, as required by the Government. The COTR, or his appointed representative, shall have sole authority to approve non-local travel requests necessary to support Task Order performance. Travel required under this Task Order may include CONUS or OCONUS travel. Not later than 5 business days prior to the Contractor's estimated dated of departure, the Contractor shall submit to the COTR, via ITSS, cost estimates for such travel. DoD Joint Travel Regulations apply. The Contractor shall be responsible for all travel arrangements including airline, hotel, and rental car reservations. The Contractor shall make every commercially reasonable effort to schedule travel far enough in advance to take advantage of reduced airfares. The Contractor shall stay in Government furnished lodging, if available. The Contractor's quote shall include a \$1,050,000 travel allotment to support Government directed travel. The travel allotment for the Air Force is \$1,000,000. The travel allotment for DFAS is \$50,000.

5.4.1.1. Non-Government Directed Travel. The contractor shall identify all other travel expenses (exclusive of the \$1,050,000 Government directed travel allotment identified in PWS paragraph 5.4.1) as a separate line item by skill set. Contractor travel to the primary places of performance as identified in attachment F is considered non-Government directed travel (i.e. contractor travel to "home duty stations" is considered non-Government directed travel).

5.4.2. Hours of Work. The Contractor shall provide on-site support during standard business hours, generally 0800 to 1700. In the normal course, Contractor workweeks shall not exceed 40 hours, Monday through Friday. Contractor personnel shall observe all Federal

Holidays. The Contractor shall also support the Government during non-standard or additional duty hours, as required. Non-standard and additional duty hours shall be coordinated with the COTR.

5.5. Personnel Retention. The contractor quote shall describe a thorough and sound program management approach and organizational construct to hire, train, and retain personnel. The Contractor shall make every commercially reasonable effort to retain personnel in order to ensure the continuity of services performed under this Task Order. The Contractor shall make every commercially reasonable effort to ensure continuity of operations during periods of personnel turnover and absences longer than one week in duration.

5.5.1. Personnel Turnover. If it should become necessary to substitute or replace personnel, the Contractor shall notify the COTR in writing of any intent to substitute or replace personnel as soon as the Contractor becomes aware of such intent, and shall submit to the COTR through ITSS the resume(s) of proposed Replacement Candidates within 14 calendar days of such notification for Government acceptance. Contractor personnel shall not be assigned to support task activities prior to Government acceptance and contractor personnel resumes submitted via ITSS.

5.5.2. Availability. Once the Government has approved the Replacement Candidate resume, the candidate shall be available to begin work under this Task Order within 14 calendar days.

5.6. Estimated Staffing Level (Attachment F and G). For the purposes of scoping this Task Order only, the Government's initial estimate of Full-Time-Equivalent (FTE) Position core staffing levels is reflected at **Attachment F and G** hereto.

This estimate is being provided to offerors to be used as a "guide" designed to assist in developing the staffing plan and subsequent cost quote. Offerors may reflect a different number of personnel and a different number of labor hours from those provided in this planning estimate. The planning estimate is not intended to limit any offeror's ability to submit alternative solutions to accomplish task requirements. However, if an offeror quote differs significantly from the planning estimate; then, the offeror is instructed to provide a detailed description to explain the rationale for the deviation. Failure to provide a detailed explanation of any significant variations, will impact the Government's evaluation of the offeror's solution.

The total number of annual labor hours for each FTE position is 1,920. NOTE: The number of FTE positions identified in the attachment does NOT include any potential or anticipated optional growth support. The number of FTE positions is strictly for the core requirements. Such optional growth support is addressed via a separate paragraph.

5.6.1. Optional Growth Support. It is anticipated that the workload will fluctuate based on fluid schedule requirements; therefore, the contractor shall include provisions for optional growth support throughout the task order life cycle. The actual time frame for the optional growth support implementation will be dependent upon actual scheduling requirements.

The contractor shall include a lump sum labor allotment for optional growth support that is equivalent to 20% of the cost for the base requirements for the base period. The allotment for each subsequent option period shall be 20% of the total cost for the preceding period of performance. The allotment will be available to support the expenditure of labor hours under all labor categories that are included in the base requirements cost quote for the respective period at the same labor rate and travel costs. If the contractor determines that additional labor categories are required to provide such optional growth support, the labor categories shall be included within the base requirements cost quote with an established hourly rate and zero labor hours. The table below represents **an example** of the optional growth support utilization. The table in the example reflects the costs for the base period of performance costs and the option periods.

The total base requirement cost quote is \$1,342,302.46. The optional growth support is 20% of the base requirement cost, equating to \$268,460.49 and resulting in a ceiling cost of \$1,630,762.95. The contractor anticipated the use of an additional labor category for the optional growth support; thus, the additional labor category and the hourly rate were included in the base requirement cost quote; however, no hours were included in the base requirement cost quote. If the Government were to exercise and fund the optional growth support, the utilization of all labor categories included in the base requirement cost quote (total of five labor categories) at the hourly labor rates identified in the base requirement cost quote could be authorized. The optional growth support for option period #1 would be 20% of the total base period costs, the previous period, resulting in \$326,152.59 (\$1,630,762.95 multiplied by 20%).

Base Year					
Category	Hours	Rate Per Hour	Resources	Total Hours	Totals
AF - Manager	1,920	\$191.23	1	1,920	\$367,161.22
AF - Consultant	1,920	\$178.84	1	1,920	\$343,370.69
AF - SME	0	\$250.00	0	0	\$0.00
DFAS - Manager	1,920	\$191.23	1	1,920	\$367,161.22
DFAS - Consultant	1,920	\$127.40	1	1,920	\$244,609.34
AF Travel					\$10,000.00
DFAS Travel					\$10,000.00
Subtotal AF Labor			2	3,840	\$710,531.90
Subtotal DFAS Labor			2	3,840	\$611,770.56
Grand Subtotal Labor			4	7,680	\$1,322,302.46
Grand Subtotal Travel					\$20,000.00
Grand Subtotal					\$1,342,302.46
Growth - unknown travel and categories					\$268,460.49
Grand Total					\$1,630,762.95
Option Year -1					
Category	Hours	Rate Per Hour	Resources	Total Hours	Totals
AF - Project Advisor (SME)	1,920	\$196.97	1	1,920	\$378,182.02
AF - Senior Partner	1,920	\$184.21	1	1,920	\$353,681.09
AF - SME	0	\$250.00	0	0	\$0.00
DFAS - Project Advisor (SME)	1,920	\$196.97	1	1,920	\$378,182.02
DFAS - Senior Manager	1,920	\$131.22	1	1,920	\$251,943.74
AF Travel					\$10,000.00
DFAS Travel					\$10,000.00
Subtotal AF Labor			2	3,840	\$731,863.10
Subtotal DFAS Labor			2	3,840	\$630,125.76
Grand Subtotal Labor			4	7,680	\$1,361,988.86
Grand Subtotal Travel					\$20,000.00
Grand Subtotal					\$1,381,988.86
Growth - unknown travel and categories					\$326,152.59
Grand Total					\$1,728,141.45
Option Year -2					
Category	Hours	Rate Per Hour	Resources	Total Hours	Totals
AF - Project Advisor (SME)	1,920	\$202.88	1	1,920	\$389,529.22
AF - Senior Partner	1,920	\$189.74	1	1,920	\$364,298.69
AF - SME	0	\$250.00	0	0	\$0.00

DFAS - Project Advisor (SME)	1,920	\$202.88	1	1,920	\$389,529.22
DFAS - Senior Manager	1,920	\$135.16	1	1,920	\$259,508.54
AF Travel					\$10,000.00
DFAS Travel					\$10,000.00
Subtotal AF Labor			2	3,840	\$753,827.90
Subtotal DFAS Labor			2	3,840	\$649,037.76
Grand Subtotal Labor			4	7,680	\$1,402,865.66
Grand Subtotal Travel					\$20,000.00
Grand Subtotal					\$1,422,865.66
Growth - unknown travel and categories					\$345,628.29
Grand Total					\$1,788,493.95
Option Year - 3					
Category	Hours	Rate Per Hour	Resources	Total Hours	Totals
AF - Project Advisor (SME)	1,920	\$208.97	1	1,920	\$401,222.02
AF - Senior Partner	1,920	\$195.43	1	1,920	\$375,223.49
AF - SME	0	\$250.00	0	0	\$0.00
DFAS - Project Advisor (SME)	1,920	\$208.97	1	1,920	\$401,222.02
DFAS - Senior Manager	1,920	\$139.21	1	1,920	\$267,284.54
AF Travel					\$10,000.00
DFAS Travel					\$10,000.00
Subtotal AF Labor			2	3,840	\$776,445.50
Subtotal DFAS Labor			2	3,840	\$668,506.56
Grand Subtotal Labor			4	7,680	\$1,444,952.06
Grand Subtotal Travel					\$20,000.00
Grand Subtotal					\$1,464,952.06
Growth - unknown travel and categories					\$357,698.79
Grand Total					\$1,842,650.85
Option Year - 4					
Category	Hours	Rate Per Hour	Resources	Total Hours	Totals
AF - Project Advisor (SME)	1,920	\$215.24	1	1,920	\$413,260.42
AF - Senior Partner	1,920	\$201.29	1	1,920	\$386,474.69
AF - SME	0	\$250.00	0	0	\$0.00
DFAS - Project Advisor (SME)	1,920	\$215.24	1	1,920	\$413,260.42
DFAS - Senior Manager	1,920	\$143.39	1	1,920	\$275,310.14
AF Travel					\$10,000.00
DFAS Travel					\$10,000.00
Subtotal AF Labor			2	3,840	\$799,735.10
Subtotal DFAS Labor			2	3,840	\$688,570.56
Grand Subtotal Labor			4	7,680	\$1,488,305.66
Grand Subtotal Travel					\$20,000.00
Grand Subtotal					\$1,508,305.66
Growth - unknown travel and categories					\$368,530.17
Grand Total					\$1,896,835.83
Lifecycle Labor				38,400	\$7,120,414.72
Lifecycle Travel					\$100,000.00
Lifecycle - Growth				#REF!	\$1,666,470.33
Lifecycle - Grand Total					\$8,886,885.05

6. GOVERNMENT FURNISHED EQUIPMENT, INFORMATION and ACCESS. The Government will provide the following resources to the Contractor:

- Workspace at a Government facility for the number of Contractor employees identified in paragraph attachment G;
- Standard office equipment for each Contractor employee, including desk, chair, telephone and access to telefacsimile machines and copy machines;
- A desktop computer for each Contractor employee with standard desktop configuration, including network access and e-mail account on the DEAMS Office Information System;
- Telephone service for official use, including commercial long distance service for calls made, from a Government facility, in the performance of this Task Order;
- Personal office supplies (e.g., paper, pens, pencils, etc.) for use at Government facilities;
- General reference documentation necessary to accomplish the Task Order requirements described above, including master plans, strategic plans, databases, reports, data, drawings; and
- Photo identification for each Contractor employee, including a Common Access Card and Restricted Area Badge (as required), where the Contractor complies with all security requirements necessary to obtain such identification.

Government-furnished equipment, information and access cards shall remain the property of the Government.

The Contractor shall return all Government furnished equipment, information and access cards to the government at the expiration or termination of this Task Order.

7. SECURITY.

7.1. National Agency Check. Each Contractor employee assigned to support this Task Order shall obtain a National Agency Check with written Inquires background investigation, except where the employee already hold a current US Government security clearance. The National Agency Check shall be completed and obtained at the contractor's expense.

7.2. Visitor Group Security Agreement (VGSA). Where the execution of requirements under this Task Order requires the Contractor to obtain access to classified information, the Contractor and CO shall execute a VGSA (DD Form 254). The Contractor shall use the security requirements identified in the VGSA to estimate accurately the cost of such security measures. The Contractor shall integrate Air Force security requirements with Task Order support to ensure effective and economical operation on each respective installation. The Contractor shall input all Visitor Authorization Letters to the Joint Personnel Adjudication System. The Contractor shall comply with all base security requirements.

7.3. Security Support. Security support provided by the Air Force to the Contractor will include base visitor control, investigation of security incidents, base traffic regulation enforcement, the use of security forms and the conduct of inspections required by DoD 5220.22-R, Industrial Security Regulation, Air Force Policy Directive 31-6, Industrial Security, and Air Force Instruction 31-601, Industrial Security Program Management.

7.4. Security Clearance Requirements. This Task Order may require access to classified information. The Contractor shall observe and comply with the security provisions in effect at the facility. ID badges shall be worn and displayed at all times.

PRICING REQUIREMENT: Due to the potential requirement for cleared personnel, the contractor shall include two separate cost quotes that identify the proposed hourly labor rate for each proposed labor category for a "cleared" position (with Secret clearance level) and labor categories with no security clearance.

7.5. Base/Facility Pass and Identification Items. The Contractor shall ensure the following pass and identification items required for Task Order performance are obtained for employees and non-government owned vehicles:

- Contractor personnel shall submit electronic application through the Air Force Contractor Verification System for approval, processing and receipt of the Uniformed Services Identification Card. Reference Air Force Instruction (AFI) 36-3026, Identification Cards for Members of the Uniformed Services, Their Family Members, and Other Eligible Personnel for specific instructions.
- UASF Form 1199, USAF Restricted Area Badge, or a locally developed badge.

7.6. Additional Security Requirements. In accordance with DoD 5200.1-R and AFI 31-401, the service provider is to comply with Air Force Special Security Instruction (AFSSI) 5102, Computer Security Program (COMPUSEC); AFI 33-204, Information Protection Security Awareness, Training and Education (SATE) Program; applicable AFIs, and AFSSIs for Communications Security (COMSEC); and AFI 10-1101, Operations Security (OPSEC) Instructions.

7.7. Physical Security. Contractor employees shall comply with base Operations Plans/instructions for Force Protection Conditions (FPCON) procedures, Random Antiterrorism Measures (RAMS) and local search/identification requirements. The Contractor shall safeguard all Government property. At the close of each work period, Government training, equipment, facilities, support equipment, and other valuable materials are to be secured.

7.8. Access Control. The Contractor shall implement control procedures to ensure common access cards issued by the Government are properly safeguarded and not used by unauthorized personnel.

7.9. Dissemination of Information. The Contractor shall implement and enforce strict confidentiality of the information/data that it is provided by the Government during the performance of the Task Order. The Government has determined that the information/data that the Contractor will be provided during the performance of the Task Order is of a sensitive nature.

7.9.1. Disclosure of the information/data, in whole or in part, by the Contractor can only be made after the Contractor receives prior written approval from the CO. Whenever the Contractor is uncertain with regard to the proper handling of information/data under the Task Order, the Contractor shall obtain a written determination from the CO.

7.9.2. The Contractor shall not release, publish, or disclose sensitive information to unauthorized personnel, and shall protect such information in accordance with provisions of the following laws and any other pertinent laws and regulations governing the confidentiality of sensitive information:

- 18 U.S.C. 641 (Criminal Code: Public Money, Property or Records)
- 18 U.S.C. 1905 (Criminal Code: Disclosure of Confidential Information)
- Public Law 96-511 (Paperwork Reduction Act)

7.10. Contractor-Employee Non-Disclosure Agreements (Attachment H). Due to the sensitive nature of the data and information being worked with on a daily basis, all Contractor personnel assigned to the Task Order are required to complete the Government provided non-disclosure statement (**Attachment H**) within 30 calendar days after Task Order award to ensure information that is considered sensitive or proprietary is not compromised. Signed non-disclosure statements shall be provided to the Contracting Officer's Technical Representative.

7.10.1. Given the nature of Advisory and Assistance service, it is imperative that safeguards be in place to ensure procurement integrity and Government functions are maintained. Individuals performing under an Advisory and Assistance contract often have advanced

knowledge of requirements and the procurement of those requirements (development, design, analysis, etc.). Contractors performing under an Advisory and Assistance Service contract are authorized to make decisions, identify and develop requirements, and evaluate third party solutions, within the terms of the PWS. Information generated in the performance of the Advisory and Assistance contract services is not to be released or reviewed outside the Governmental sphere.

- 7.10.2. Quotes in response to this RFQ must address the safeguards to be implemented within the company organizational structure. Each quote shall provide sufficient documentation to detail policy and procedures to ensure that all information acquired while performing under the Advisory and Assistance capacity is retained within the Government and is not shared within the company. This requirement is necessary to ensure any contractor awarded an advisory and assistance service will retain eligibility for future consideration. This limitation is governed by the scope of services provided under the auspices of the advisory and assistance services performed.

8. ADMINISTRATIVE CONSIDERATIONS.

8.1. Points of Contact.

Client Representative
Mr. Michael Mason
16 Executive Drive, Suite 200
Fairview Heights, IL 62208-1366
Telephone: 618.622.3416
michael.mason@ustranscom.mil

Client Representative
Ms. Osepia Weathers
16 Executive Drive, Suite 200
Fairview Heights, IL 62208-1366
Telephone: 618.622.5060
osepia.weathers@deams.org

GSA Contracting Officer's Technical Representative
Wendi Borrenpohl
1710 Corporate Crossing, Ste. 3
O'Fallon, IL 62269
618.622.5806
wendi.borrenpohl@gsa.gov

GSA Contracting Officer
Mara Shultz
1710 Corporate Crossing, Ste. 3
O'Fallon, IL 62269
618.622.5808
mara.shultz@gsa.gov

8.2. Procedures for Payment.

- 8.2.1. Performance Based Payment Percentages. The attached SDS is provided to identify the performance objectives and respective payment percentages based on relative importance to total task performance. This document also identifies the Government's quality assurance surveillance methodology.
- 8.2.2. Submission. Invoices are due no later than the 15th calendar day of the month following the reporting period. The contractor shall submit the invoices and supporting documents, through ITSS simultaneously with the MSR (as an acceptance item) to allow the client

and the COTR to electronically accept and certify services received by the client representative. The contractor is authorized to invoice only for the services and travel ordered by GSA and provided in direct support of the client's project requirements. In addition, the contractor shall either submit a hard copy of the invoice to the GSA finance office (address identified on the Standard Form 300) or submit an electronic copy of the invoice to the GSA finance web site by the 10th calendar day of the month following the reported period.

8.2.3. Failure to comply with the procedures outlined may result in payment being delayed at no additional cost to the Government.

8.3. Personal Service. The client determined that use of the GSA Assisted Acquisition Services to satisfy this requirement is in the best interest of the Government, economic and other factors considered, and this task order is not being used to procure personal services prohibited by the Federal Acquisition Regulation (FAR) Part 37.104 titled "Personal Services Contract".

8.4. Section 508. All services and products provided in response to the requirements identified in the attached Statement of Work shall comply with Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. 794d), and the Architectural and Transportation Barriers Compliance Board Electronic and Information Technology (EIT) Accessibility Standards (36 CFR part 1194).

8.5. Pricing Terms. All Pricing and pricing terms of this purchase will be governed by the GSA MAS 520 contract, SIN 13. Other direct costs (travel) will be handled in accordance with the terms and conditions of the MAS contract and the Federal Travel Regulation guidance. The contractor's quote shall also contain the GSA MAS 520 contract number, contract expiration date, DUNS and CAGE Code. Discounts from contract prices are encouraged. The offer submitted shall be valid for a period of 90 calendar days from the date established for receipt by the Government.



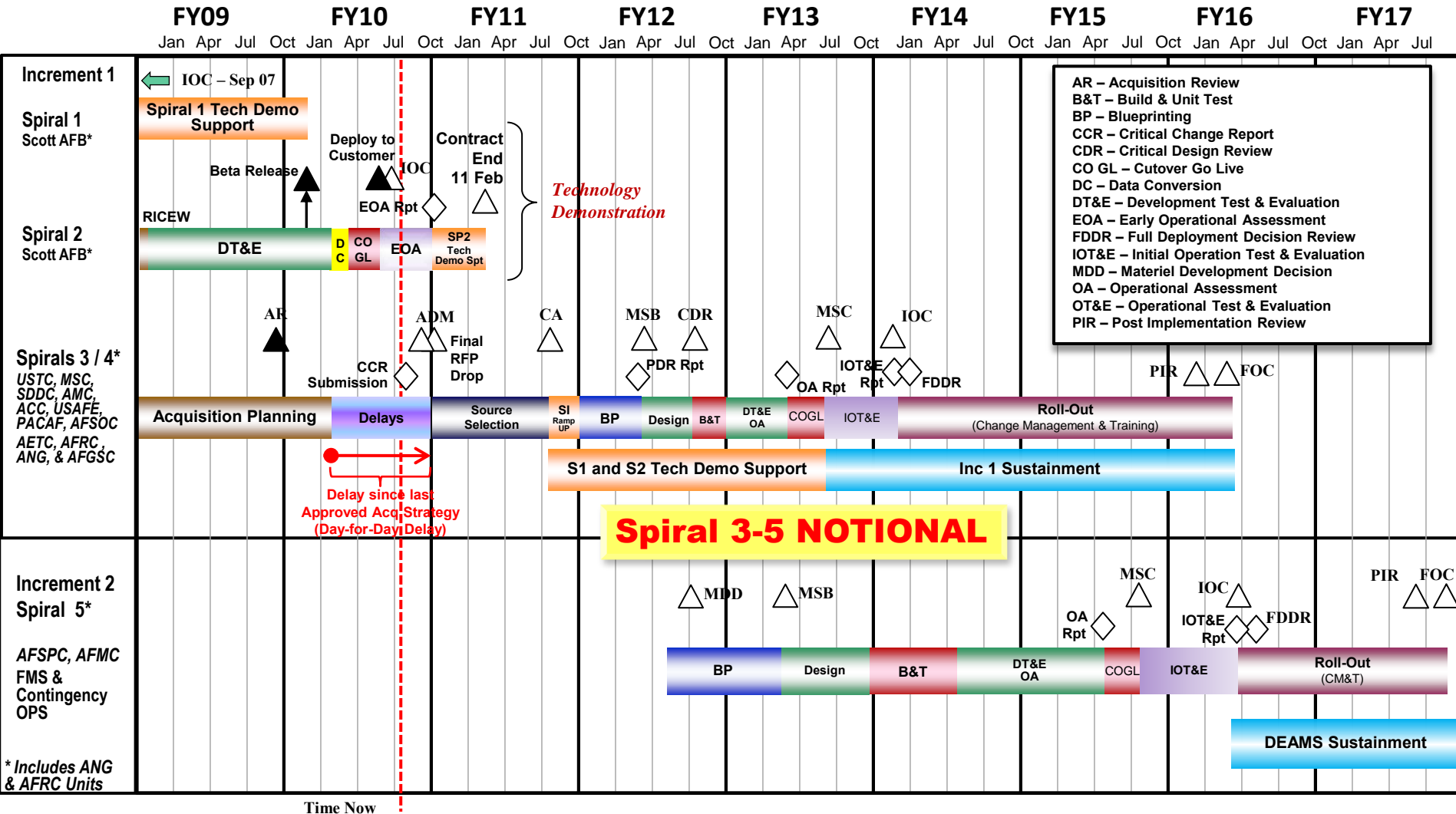
U.S. AIR FORCE

FOR OFFICIAL USE ONLY

DEAMS Critical Change Restructured

Acquisition Strategy

Fact of Life Changes (As of: 13 Jul 10)



Integrity - Service - Excellence

FOR OFFICIAL USE ONLY

In accordance with Section 3.1.3.1 of the Increment 2 Statement of Objectives, the Increment 2 DEAMS Solution shall comply with the following laws, regulations and policies applicable to DoD financial systems:

- (C&A) Process Guidance
- 5 CFR 1315 (formerly OMB A-125)
- AFD-080429-051, Records Disposition Schedule
- AFI 65-603
- Air Force Instruction (AFI) 64-117
- American National Standards Institute (ANSI) X-12
- ASD (NII)/DoD CIO IPv6 Transition Plan Memorandum, 16 August 2005
- BTA's Enterprise Transition Plan (ETP), Appendix H – System Migration Summary
- CDRS - Corporate Data Repository System
- CFR Title 15 - Commerce and Foreign Trade
- CFR Title 22 - International Traffic in Arms Regulations Foreign Relations
- CFR Title 31 - Money and Finance: Treasury
- CFR Title 4 - Accounts
- CFR Title 41 - Public Contracts and Property Management
- CFR Title 48 - Federal Acquisition Regulation (FAR)
- CFR Title 5 - Administrative Personnel
- Chief Financial Officer (CFO) Act
- CJCSI 3137.01C - The Functional Capabilities Board Process
- CJCSI 3170.01F - Joint Capabilities Integration and Development System
- CJCSI 6212.01D, 8 March 2006 Interoperability and Supportability of Information Technology and National Security Systems
- CJCSI 8501.01A - Chairman of the Joint Chiefs of Staff, Combatant Commanders, and Joint Staff Participation in the Planning, Programming, Budgeting, and Execution System
- CJCSM 6510.01 Defense-in-Depth: Information Assurance (IA) and Computer Network Defense
- Debt Collection Improvement Act
- Defense (DoD) Information Assurance Certification Process Guidance (DIACAP)
- Defense Finance and Accounting Service (DFAS) Bluebook
- DFARS - Defense Federal Acquisition Regulation Supplement
- DFAS-DE 7077.2-M Software User's Manual For USAF Standard Base-Level General Accounting and Finance System
- DFAS-DE 7080.1-M - User's Manual For General Accounting and Finance System (GAFS-R) Rehost Project
- DISA STIGS Compliance, Security Technical Information Guide
- DISA VNIATP, Voice Networks Information Assurance Test Plan
- DoD 4000.25-2-M - Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP) Manual
- DoD 4000.25-M - Defense Logistics Management System (DLMS) Manual
- DoD 4140.1-R - DoD Supply Chain Materiel Management Regulation
- DoD 4500.9-R - Defense Transportation Regulation (DTR)
- DoD 4515.13-R - Air Transportation Eligibility
- DoD 5000.X-M Defense Property Plant and Equipment Accountability Manual
- DoD 5200.1-R Information Security Program
- DoD 5200.2-R - DoD Personnel Security Program
- DoD 5200.8-R - Physical Security Program

- DoD 5400.11-R - DoD Privacy Program
- DoD 6055.9-STD - DoD Ammunition and Explosives Safety Standards
- DoD 8570.01-M - Information Assurance Workforce Improvement Program
- DoD 8570.01-M, 19 Information Assurance Workforce Improvement Program
- DoD 8570.01-M, 19 Information Assurance Workforce Improvement Program
- DoD Acquisition and Technology Memo
- DoD Business Enterprise Architecture (BEA)
- DoD Business Management Modernization Program (BMMP)
- DoD CIO Memorandum, Interim Department of Defense (DoD) Information Assurance Certification Process Guidance (DIACAP)
- DoD CIO, Internet Protocol Version 6 (IPv6), A Key to Net-Centric Operations
- DoD Directive 4140.1 - Supply Chain Materiel Management Policy
- DoD Directive 8000.01 - Management of DoD Information Resources and Information Technology
- DoD Directive 8100.1 Global Information Grid (GIG) Overarching Policy
- DoD Directive 8190.1 - DoD Logistics Use of Electronic Data Interchange (EDI) Standards
- DoD Directive 8320.03 - Unique Identification (UID) Standards for a Net-Centric Department of Defense
- DoD Directive 8500.01E - Information Assurance (IA)
- DoD Directive 8570.01 - Information Assurance Training Certification and Workforce Management
- DoD Directive-Type Memorandum (DTM) 07-015-USD(P&R) – DoD Social Security Number (SSN) Reduction Plan
- DoD Financial Management Regulation (FMR)
- DoD FMR Vol 01 - General Financial Management Information, Systems and Requirements
- DoD FMR Vol 02A - Budget Formulation and Presentation
- DoD FMR Vol 02B - Budget Formulation and Presentation
- DoD FMR Vol 03 - Budget Execution - Availability and Use of Budgetary Resources
- DoD FMR Vol 04 - Accounting Policy and Procedures
- DoD FMR Vol 05 - Disbursing Policy and Procedures
- DoD FMR Vol 06A - Reporting Policy and Procedures
- DoD FMR Vol 06B - Form and Content of the Department of Defense Audited Financial Statements
- DoD FMR Vol 08 - Civilian Pay Policy and Procedures
- DoD FMR Vol 09 - Travel Policy and Procedures
- DoD FMR Vol 10 - Contract Payment Policy and Procedures
- DoD FMR Vol 11A - Reimbursable Operations, Policy and Procedures
- DoD FMR Vol 11B - Reimbursable Operations, Policy and Procedures - Working Capital Funds (WCF)
- DoD FMR Vol 12 - Special Accounts Funds and Programs
- DoD FMR Vol 13 - Nonappropriated Funds Policy and Procedures
- DoD FMR Vol 14 - Administrative Control of Funds and Antideficiency Act Violations
- DoD SFIS Implementation Policy
- DoDD 5200.1 DoD Information Security Program
- DoDD 5200.2 DoD Personnel Security Program
- DoDD 5220.22, 27 National Industrial Security Program

- DoDD 7250.13 Official Representation Funds
- DoDD 8500.1 Information Assurance (IA)
- DoDD 8570.1 Information Assurance Training, Certification, and Workforce Management
- DoDD O-8350.2, 9 Support to Computer Network Defense (CND)
- DoDD O-8530.1, 8 Computer Network Defense
- DoDI 4165.14 - Real Property Inventory and Forecasting RPA
- DoDI 4165.70 - Real Property Management
- DoDI 4500.34 - DoD Personal Property Shipment and Storage Program
- DoDI 4715.6 - Environmental Compliance
- DoDI 4715.7 - Environmental Restoration Program
- DoDI 5000.2 - Operation of the Defense Acquisition System
- DoDI 5000.61 - DoD Modeling and Simulation (M&S) Verification, Validation, and Accreditation (VV&A)
- DoDI 5000.64 - Defense Property Accountability
- DoDI 5210.63 - Security of Nuclear Reactors and Special Nuclear Materials
- DoDI 8100.3 Department of Defense (DoD) Voice Networks
- DoDI 8320.04 - Item Unique Identification Standards for Tangible Personal Property
- DoDI 8500.2 Information Assurance (IA) Implementation
- DoDI 8510.01 - DoD Information Assurance Certification and Accreditation Process DIACAP
- DoDI 8551.1 Ports, Protocols, and Services Management (PPSM)
- DoDI 8560.01 - Communications Security (COMSEC) Monitoring and Information Assurance (IA) Readiness Testing
- DoDI 8580.1 Information Assurance (IA) in the Defense Acquisition System
- DSCA 01-19, 28 Jun 2001 Budget Policy, Defense Security Cooperation Agency
- E-Government Act of 2002
- EO 13327 Federal Real Property Asset Management RPA
- FACTS Financial Accounting Comptroller Tools
- FASAB I-6 Accounting for Imputed Intra-departmental Costs: An Interpretation of SFFAS No. 4
- Federal Accounting Standards Advisory Board (FASAB)
- Federal Acquisition Regulation (FAR)
- Federal Financial Management Improvement Act (FFMIA)
- Federal Financial Management System Requirements 8 (FFMSR)
- Federal Information Processing Standards (FIPS) 140, 199 Standards
- Federal Information Security Management Act (FISMA)
- Federal Information System Controls Audit Manual (FISCAM)
- Federal Intragovernmental Transactions Accounting Policies Guide (APG)
- Federal Managers' Financial Integrity Act (FMFIA)
- Financial Audit Manual (FAM)
- Financial Improvement and Audit Readiness (FIAR)
- Financial Systems Integration Office (FSIO) Core Financial System Requirements (CFSR) OFFM-NO-0106
- FIPS Compliance, Federal Information Processing Standards, Current
- Financial Management Enterprise Architecture (FMEA)
- FMS Customer Financial Management Handbook (Billing)
- GAO 05-225G, February 2005 Core Financial Systems Requirements – Checklist for Reviewing Systems under FFMIA (Yellow Book)

- GAO Accounting Principles, Standards, and Requirements: Title 2 Standards Not Superseded by FASAB Issuances
- Generally Accepted Accounting Principles (GAAP)
- Government Management Reform Act (GMRA)
- Government Performance and Results Act (GPRA)
- Homeland Security Act
- Interim Department of Defense (DoD) Certification and Accreditation Guidance
- JFMIP/FSIO Acquisition/ Financial Systems Interface Requirements
- JFMIP/FSIO Framework for Federal Financial Management Systems
- JFMIP/FSIO Inventory, Supplies and Materials System Requirements
- JFMIP/FSIO Managerial Cost Accounting Implementation Guide
- JFMIP/FSIO Property Management Systems Requirements
- JFMIP/FSIO Revenue System Requirements
- JFMIP/FSIO System Requirements for Managerial Cost Accounting
- JFMIP/FSIO Travel System Requirements
- JFTR - The Joint Federal Travel Regulations, Volume 1, Uniformed Service Members
- JTR - Joint Travel Regulations, Volume 2, Department of Defense Civilian Personnel
- National Archives and Records Administration (NARA)
- National Institute of Standards and Technology (NIST) SP 800-37, Guidelines for the Security Certification and Accreditation of Federal Information Technology Systems
- National Institute of Standards and Technology Special Publication 800-42 (NIST SP 800-42), Guideline of Network Security Testing
- National Institute of Standards and Technology Special Publication 800-42 (NIST SP 800-42), Wireless Network Security
- National Security Telecommunications and Information Systems Security Instruction (NSTISSP) No. 11, National Information Assurance Acquisition Policy
- NIST Compliance, National Institute of Standards and Technology
- NIST SP 800-26, Security Self-Assessment Guide for Information Technology Systems
- NSTISSP No. 11, Revised Fact Sheet - National Information Assurance Acquisition Policy
- OFFM-NO-0106 Core Financial System Requirements
- OMB approved SF-132 Apportionment and Reapportionment Schedule
- OMB Bulletin 06-03 Audit Requirements for Federal Financial Statements
- OMB Bulletin 97-01 Form and Content of Agency Financial Statements
- OMB Circular A-11 Preparation, Submission, and Execution of the Budget
- OMB Circular A-123 Management's Responsibility for Internal Control
- OMB Circular A-127 Financial Management Systems
- OMB Circular A-129 Revised "Policies for Federal Credit Programs and Non-Tax Receivables
- OMB Circular A-130 Management of Federal Information Resources, Transmittal 4
- OMB Circulars A-134 Financial Accounting Principles and Standards
- OMB Circulars A-136 Financial Reporting Requirements
- OMB Memo 04-04 E-Authentication Guidance for Federal Agencies
- OMB Memo 06-19 Reporting Incidents Involving Personally Identifiable Information and Incorporating the Cost for Security in Agency Information Technology Investments
- Operator's Manual For General Accounting and Finance System (GAFS-R) Rehost Project
- OPM Intergovernmental Personnel Act Mobility Program

- Privacy Act
- Reports Consolidation Act
- SAF/Financial Management and Budgeting International Services (FMBIS)
- Section 3541 of Title 44, United States Code, Federal Information Security Management Act of 2002 (FISMA)
- Section 508 of the Rehabilitation Act, as detailed in 36 CFR 1194, Subpart B
- SFFAC-1 Objectives of Federal Financial Reporting
- SFFAC-2 Entity and Display
- SFFAC-3 Management's Discussion and Analysis
- SFFAC-4 Intended Audience and Qualitative Characteristics for the Consolidated Financial Report of the United States Government
- SFFAC-5 Definitions of Elements and Basic Recognition Criteria for Accrual-Basis Financial Statements
- SFFAC-6 Distinguishing Basic Information, Required Supplementary Information, and Other Accompanying Information
- SFFAS 1 Accounting for Selected Assets and Liabilities
- SFFAS 10 Accounting for Internal Use Software
- SFFAS 11 Amendments to Accounting for Property, Plant, and Equipment - Definitional Changes
- SFFAS 15 Management's Discussion and Analysis
- SFFAS 16 Amendments to Accounting for PP&E – Multi-Use Heritage Assets
- SFFAS 17 Accounting for Social Insurance
- SFFAS 18 Amendments to Accounting Standards for Direct & Guaranteed Loans
- SFFAS 19 Technical Amendments to Accounting Standards for Direct & Guaranteed Loans
- SFFAS 21 Reporting Corrections of Errors and Changes in Accounting Principles
- SFFAS 22 Change in Certain Requirements for Reconciling Obligations and Net Cost of Operations (Amends SFFAS 7)
- SFFAS 23 Eliminating the Category National Defense Property, Plant, and Equipment
- SFFAS 24 Selected Standards for the Consolidated Financial Report of the United States Government
- SFFAS 25 Reclassification of Stewardship Responsibilities and Eliminating the Current Services Assessment
- SFFAS 26 Presentation of Significant Assumptions to the Statement of Social Insurance: Amending SFFAS 25
- SFFAS 27 Identifying and Reporting Earmarked Funds
- SFFAS 28 Deferral of the Effective Date of Reclassification of the Statement of Social Insurance
- SFFAS 29 Heritage Assets and Stewardship Land
- SFFAS 3 Accounting for Inventory and Related Property
- SFFAS 30 Inter-Entity Cost Implementation
- SFFAS 31 Accounting for Fiduciary Activities
- SFFAS 32 CFR of the U.S. Government Requirements
- SFFAS 4 Managerial Cost Accounting Concepts and Standards for the Federal Government
- SFFAS 5 Accounting for Liabilities of the Federal Government
- SFFAS 6 Accounting for Property, Plant, and Equipment
- SFFAS 7 Accounting for Revenue and Other Financing Sources and Concepts for Reconciling Budgetary and Financial Accounting

- SFFAS 8 Supplementary Stewardship Reporting
- SFFAS 9 Deferral of the Effective Date of Managerial Cost Accounting Standards for the Federal Government in SFFAS
- Standard Financial Information Structure (SFIS)
- Treasury Financial Manual (TFM)
- United States Standard General Ledger (USSGL)
- USC Title 31 Money and Finance
- USC Title 40 Public Buildings, Property, and Works RPA

DRAFT

DEAMS

Task Directive (PWS attachment C)

Contract No./Task Order No.			
Project Title			
Contractor Name			
Contractor Program Manager, Phone No.			
DEAMS Client Representative, Phone No.			
Point of Contact for Work Definition (if different)			
Work Definition No.			
Project Specific Task Title:			
	Proposed	Negotiated	Actual
Start Date			
Completion Date			
Task Description, including Completion Criteria			
Contract Action			
Modification Required: Y/N		Modification No. and Date:	
DEAMS Client Representative Signature & Date:			
Contractor Project Leader Signature & Date:			

Deliverables Checklist			
#	Phase	Completion Date	Acceptance Date
Definition and Analysis			
Technical Design			
Construction and Test			
Implementation			
Other			

Estimated Labor Assignment			
Labor Category	Hours	Resources	Total Hours
	0	0	0
	0	0	0
	0	0	0
	0	0	0
	0	0	0
	0	0	0
Total	0	0	0
Negotiated Labor Assignment			
Labor Category	Hours	Resources	Total Hours
	0	0	0
	0	0	0
	0	0	0
	0	0	0
	0	0	0
	0	0	0
Total	0	0	0
Actual Labor Assignment			
Labor Category	Hours	Resources	Total Hours
	0	0	0
	0	0	0
	0	0	0
	0	0	0
	0	0	0
	0	0	0
Total	0	0	0

Completion Review	
DEAMS Client Representative Signature & Date:	
Contractor Project Leader Signature & Date:	

Legacy Systems Subsumed or Replaced by DEAMS

The following eight systems will be subsumed by DEAMS:

BARS – Base Accounts Receivable System

(Incremental stand down as DEAMS rolls out)

ABSS – Automated Business Services System

(Incremental stand down as DEAMS rolls out)

IAPS – Integrated Accounts Payable System

(Incremental stand down as DEAMS rolls out)

GAFS - General Accounting and Finance System

(Incremental stand down as DEAMS rolls out)

GAFS-BL (Base-Level – unclassified)*

GAFS-R (Rehost)

GAFS-DTS (Defense Travel System)

OARS – Obligation Adjustment Reporting System

(Replaced by DEAMS in Increment 2)

TFMS-M – Transportation Financial Management System

(Surface Deployment & Distribution Command)

(Replaced by DEAMS in Increment 1, Spiral 3)

CPAIS - Civilian Pay Accounting Interface System

(Incremental stand down as DEAMS rolls out and replaces CPAIS to translate pay data into DCPS - Defense Civilian Pay System)

CPAB - Civilian Pay Accounting Bridge

(Incremental stand down as DEAMS rolls out and replaces CPAB to translate pay data into DCPS - Defense Civilian Pay System)

ADDED NOTES:

CAB – Cargo and Billing System

(CAB) will be subsumed by **DCBS (DEAMS Consolidated Billing System)**.
DEAMS will interface with DCBS.

ASIFICS - Airlift Services Industrial Fund Integrated Computer System

Will not be subsumed by DEAMS – USTRANSCOM rolling into DCBS.

MSC-FMS – Military Sealift Command-Financial Management System

MSC-FMS will interface with DEAMS

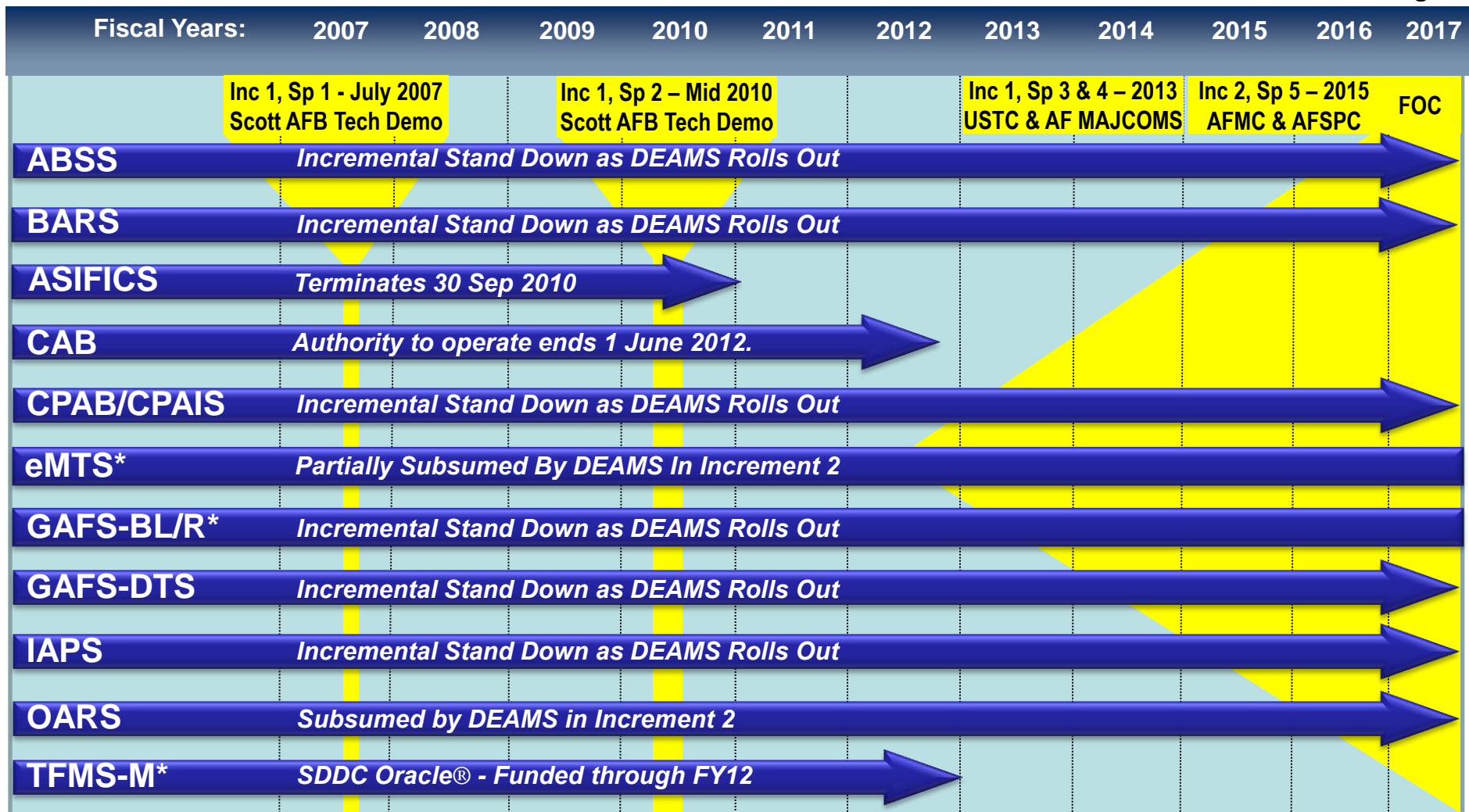
eMTS – electronic Management Tracking System

eMTS will not be subsumed as the Army will continue to use it, but for Air Force users, including AFSPC, eMTS will incrementally stand down during DEAMS Increment 2, Spiral 5.

***GAFS-BL** – a small portion of GAFS-BL will remain to handle classified transactions for some supported agencies so DEAMS will not completely subsume GAFS-BL.

DEAMS Impact to Legacy Systems

As of Aug 10



Legend: ABSS – Automated Business Services System
 ASIFICS – Airlift Service Industrial Fund Integrated Computer System
 BARS – Base Accounts Receivable System
 CAB – Cargo and Billing System
 CPAIS – Civilian Pay Accounting Interface System
 CPAB – Civilian Pay Accounting Bridge
 eMTS – electronic Management Tracking System
 *Note: Army will continue to use eMTS

GAFS BL/R – General Accounting and Finance System (Base-Level/Rehost)
 *Note: A portion of GAFS-BL will remain to handle classified manual transactions.
 GAFS-DTS – GAFS Defense Travel System
 IAPS – Integrated Accounts Payable System
 OARS – Obligation Adjustment Reporting System
 SDDC – Surface Deployment and Distribution Command
 TFMS-M – Transportation Financial Management System
 *Note: “M” stands for Military Traffic Management Command replaced by SDDC in 2004

Notes on DEAMS Impact to Legacy Systems

As of Feb 10

ACRONYM	NAME	IMPACT	FUNDING ENDS
ABSS	Automated Base Services System	Incremental stand down as DEAMS rolls out	
BARS	Base Accounts Receivable System	Incremental stand down as DEAMS rolls out	
ASIFICS	Airlift Services Industrial Fund Integrated Computer System	Rolled into DEAMS Component Billing System (DCBS) which interfaces with DEAMS	Authority to Operate terminates 30 Sep 10
CAB	Cargo and Billing System	Subsumed by DCBS which interfaces with DEAMS	Subsumed by DEAMS 1 Jun 2012
CPAB	Civilian Pay Accounting Bridge	Incremental stand down as DEAMS rolls out and replaces it to translate pay data into the Defense Civilian Pay System (DCPS)	
CPAIS	Civilian Pay Accounting Interface System	Incremental stand down as DEAMS rolls out and replaces it to translate pay data into the Defense Civilian Pay System (DCPS)	
eMTS	Electronic Management Tracking System	Only partially subsumed by DEAMS as the Army will continue to use it, but for AF users, including AFSPC, eMTS will stand down during DEAMS Increment 3, Spiral 5	
GAFS GAFS-BL GAFS-R GAFS-DTS	General Accounting and Finance System Base Level Rehost Defense Travel System	Incremental stand down as DEAMS rolls out; not completely subsumed by DEAMS because a small portion of GAFS-BL will remain to handle classified transactions for some supported agencies	
IAPS	Integrated Accounts Payable System	Incremental stand down as DEAMS rolls out	
OARS	Obligation Adjustment Reporting System	Replaced by DEAMS in Increment 3, Spiral 5	
TFMS-M	Transportation Financial Management System-Military Traffic Management Command (MTMC)*	Replaced by DEAMS in Increment 2, Spiral 3 to service the Surface Deployment & Distribution Command (SDDC) * Note: MTMC became SDDC in 2004	Subsumed by DEAMS end of FY12

PWS attachment E travel expense sheet

EMPLOYEE	LOCATION	ITEM	DATE	INVOICE	COMMENTS
DOE, JOHN	MACDILL, AFB	MILEAGE	10/5/09	\$40.00	ROUND TRIP TO AVOID PARKING
DOE, JOHN	MACDILL, AFB	AIR	10/5/09	\$500.00	
DOE, JOHN	MACDILL, AFB	AIRLINE FEE	10/5/09	\$20.00	
DOE, JOHN	MACDILL, AFB	AIRLINE BAGGAGE	10/5/09	\$15.00	
DOE, JOHN	MACDILL, AFB	M&IE PER DIEM	10/5/09	\$38.25	FIRST DAY - 75%
DOE, JOHN	MACDILL, AFB	M&IE PER DIEM	10/6/09	\$51.00	
DOE, JOHN	MACDILL, AFB	LODGING	10/5/09-10/6/09	\$202.00	JTR \$101 - RATE \$101
DOE, JOHN	MACDILL, AFB	LODGING TAX	10/5/09-10/6/09	\$20.00	
DOE, JOHN	MACDILL, AFB	RENTAL CAR	10/5/09-10/7/09	\$150.00	
DOE, JOHN	MACDILL, AFB	RENTAL GAS	10/7/09	\$25.00	
DOE, JOHN	WPAFB, AFB	M&IE PER DIEM	10/7/09-10/8/09	\$112.00	
DOE, JOHN	WPAFB, AFB	M&IE PER DIEM	10/9/09	\$42.00	LAST DAY - 75%
DOE, JOHN	WPAFB, AFB	LODGING	10/7/09-10/8/09	\$164.00	JTR \$82 - RATE \$82
DOE, JOHN	WPAFB, AFB	LODGING TAX	10/7/09-10/8/09	\$20.00	
DOE, JOHN	WPAFB, AFB	AIRLINE BAGGAGE	10/9/09	\$15.00	
DOE, JOHN	WPAFB, AFB	RENTAL CAR	10/7/09-10/9/09	\$150.00	
DOE, JOHN	WPAFB, AFB	RENTAL GAS	10/9/09	\$25.00	
DOE, JOHN	WPAFB, AFB	AIRPORT PARKING	10/9/09	\$50.00	
DOE, JOHN	WPAFB, AFB	TAXI	10/9/09	\$50.00	TAXI FROM AIRPORT TO HOME
				\$1,689.25	SUBTOTAL
				6.00%	G&A
				\$101.36	G&A SUBTOTAL
				\$1,790.61	TOTAL

PWS attachment F locations

Position	Period	Initial Positions	Estimated Staffing Changes	Potential Total FTE	Note
Air Force					
Fairview Heights, IL	Base	21	0	21	7 FTEs considered traveling support, locations TBD
Dayton, OH	Base	3	0	3	One FTE will depart 30 Nov 2010
Denver, CO	Base	1	0	1	
National Capital Region	Base	2	0	2	
DFAS					
Fairview Heights, IL	Base	4	0	4	
Dayton, OH	Base	2	0	2	
Columbus, OH	Base	1	0	1	
Totals	Base	34	0	34	
Air Force					
Fairview Heights, IL	OP #1	20	0	20	7 FTEs considered traveling support, locations TBD
Dayton, OH	OP #1	6	6	12	
Denver, CO	OP #1	0	0	0	
National Capital Region	OP #1	0	0	0	
DFAS					
Fairview Heights, IL	OP #1	4	0	4	
Dayton, OH	OP #1	2	0	2	
Columbus, OH	OP #1	1	0	1	
Totals	OP #1	33	6	39	
Air Force					
Fairview Heights, IL	OP #2	20	-3	17	7 FTEs considered traveling support, locations TBD
Dayton, OH	OP #2	12	-2	10	
Denver, CO	OP #2	0	0	0	
National Capital Region	OP #2	0	0	0	
Geographically Disbursed	OP #2	0	3	3	Road Rangers: geographically located with assigned regional area
DFAS					
Fairview Heights, IL	OP #2	4	0	4	
Dayton, OH	OP #2	2	0	2	
Columbus, OH	OP #2	1	0	1	
Totals	OP #2	39	-2	37	
Air Force					
Fairview Heights, IL	OP #3	17	16	33	7 FTEs considered traveling support, locations TBD
Dayton, OH	OP #3	10	-9	1	
Denver, CO	OP #3	0	0	0	
National Capital Region	OP #3	0	0	0	
Geographically Disbursed	OP #3	3	8	11	Road Rangers: geographically located with assigned regional area
DFAS					
Fairview Heights, IL	OP #3	4	0	4	
Dayton, OH	OP #3	2	0	2	
Columbus, OH	OP #3	1	0	1	
Totals	OP #3	36	15	52	
Air Force					
Fairview Heights, IL	OP #4	33	0	33	7 FTEs considered traveling support, locations TBD
Dayton, OH	OP #4	1	-1	0	
Denver, CO	OP #4	0	0	0	
National Capital Region	OP #4	0	0	0	
Geographically Disbursed	OP #4	11	0	11	Road Rangers: geographically located with assigned regional area
DFAS					
Fairview Heights, IL	OP #4	4	0	4	
Dayton, OH	OP #4	2	0	2	
Columbus, OH	OP #4	1	0	1	
Totals	OP #4	52	-1	51	

PWS attachment G staffing levels

	FY11												FY12												FY13												FY14											
	1Q			2Q			3Q			4Q			1Q			2Q			3Q			4Q			1Q			2Q			3Q			4Q			1Q			2Q								
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb							
Air Force - FTEs																																																
Contract Lead			1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1					
PM Spt			1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1					
P2P-SME			5	5	5	5	5	5	5	5	5	5	5	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1				
Proj Acct - SME			3	3	3	3	3	3	3	3	3	3	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	5	5	5	5	5	5	5	9	9	9	9	9	9					
Training & Deployment			2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2					
Interfaces & Sustainment			4	4	4	4	4	4	4	4	4	4	4	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3				
Compliance			6	6	6	6	6	6	6	6	6	6	6	6	6	5	5	5	6	6	6	6	6	6	6	6	6	5	5	5	5	5	6	6	6	6	6	6	6	5	6	5	6	5				
Future Sprials			5	5	5	5	5	5	5	5	5	5	5	5	5	5	4	4	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	3	4							
SP 3/4 Funct SME													4	4	4	4	4	6	6	6	6	6	6	6	6	6																						
SP 3/4 Interface SME													2	2	2	2	2																															
Oracle SME													1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1					
SP 5 Funct Cost SME																2	2	2	3	3	3	3	3	3	3	3	3	3	3	3	3	2	2	2	2	2	2	1										
SP 5 Funct Cost Interface SME																1	1	1	2	2	2	2	2	2	2	2	2	2	2	2	1	1	1	1	1	1	1											
Funct Trng SME SP 3/4																																							4	4	4	8	16					
Funct Cost Trng SME SP 5																																																
Road Ranger																																										2	5	7	11	11	11	
Sub Total - Air Force			27	27	27	27	27	27	27	27	27	27	28	28	28	29	29	29	33	33	33	33	33	33	33	33	33	28	28	28	28	28	28	28	28	28	28	30	37	39	41	42	49	49				
DFAS - FTEs																																																
ECSS			2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2				
IT Support			1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1				
Data Structure			2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2			
P2P			2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2			
Total			34	34	34	34	34	34	34	34	34	34	35	35	35	36	36	36	40	40	40	40	40	40	40	40	40	40	35	35	35	35	35	35	35	35	35	35	37	44	46	48	49	56	56			
Deployment Reqmnt/Month													Blue Printing				Design				Build & Test		DT&E OA				cogl						IOT&E									4	8	16				
																	Blue Printing													Design									B&T									
1 person/team 4 teams/base																																						4	4	4	4	4	4					
# of Bases																																									1	2	4					
MAJCOMs																																											AMC			AMC		

PWS attachment G staffing levels

FY15							FY16							FY17							FY17																		
3Q			4Q		1Q			2Q			3Q			4Q		1Q			2Q			3Q			4Q		FY17												
Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Cum								
1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	18									
1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	18									
1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	18									
9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	162									
2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	36									
3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	54									
5	5	5	5	5	5	5	5	5	5	5	4	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	90									
							1	1																															
16	12	16	16	16	12	0	0	16	16	16	20	16	16	16	4	0	12	0	0	12	12	12	12	12	12	16	16	16	16	12	0	0	8	48					
11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	154						
49	45	49	49	49	45	34	34	49	49	49	52	49	49	49	37	33	45	33	33	45	45	53	57	59	50	50	50	50	46	34	34	42	570	42	42	42	38	198	
																																		810					
2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	24	2	2	2	2	36	
1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	12	1	1	1	1	18	
2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	24	2	2	2	2	36	
2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	24	2	2	2	2	36	
56	52	56	56	56	52	41	41	56	56	56	59	56	56	56	44	40	52	40	40	52	52	60	64	66	57	57	57	53	41	41	49	654	49	49	49	45	936		
16	12	16	16	16	12	0	0	16	16	16	20	16	16	16	4	0	12	0	0	12	12	12	12	12															
								DT&E OA									IOT&E								8	16	16	16	12	0	0	8		8	8	8	4		
4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4		4	4	4	4					
4	3	4	4	4	3			4	4		4	5	4	4	1	0	3			3	3	3	3	3	2	4	4	4	3		2		2	2	2	1			
											2&3		3&1													2&2													
	AMC, SDDC MSC & AETC			AETC, AFSOC & DFAS Rome			ACC			ACC, AFDW & AFRC			AFRC, AFGSC & USAFA			AFSOC & DFAS Rome			PACAF			PACAF & USAFE			USAFE, AFSPC														

5TP57100252 PAST/PRESENT PERFORMANCE QUESTIONNAIRE

The GSA is conducting an acquisition in accordance with Federal Acquisition Regulation (FAR) Part 16. Request your assistance in providing the following information in an effort to evaluate present and past performance. Forward this completed questionnaire via e-mail to Wendi Borrenpohl (GSA Contracting Officer's Technical Representative) **AND** Mara Shultz (GSA Contracting Officer) at wendi.borrenpohl@gsa.gov **AND** maras.shultz@gsa.gov. If you experience any problems, please contact Wendi Borrenpohl at 618.622.5806 or Mara Shultz at 618.622.5808. The completed response shall be provided no later than the RFQ closing date/time. Your assistance is greatly appreciated.

Rating Organization Name:	
Contracting POC: Address: Telephone Number: E-mail Address:	
Technical POC: Address: Telephone Number: E-mail Address:	
Contractor Name:	
Contract Number:	
Title of Requirement:	

A. General Information:

Dollar Value:

Period of Performance:

Detailed Description of Work Performed:

B. Performance Information:

E - EXCELLENT - Performance met all contract requirements and exceeded many to the government's benefit. Problems, if any, were negligible and were resolved in a timely, highly effective manner.

V - VERY GOOD - Performance met all contract requirements and exceeded some to the government's benefit. There were a few minor problems that the contractor resolved in a timely, effective manner.

S - SATISFACTORY - Performance met contract requirements. There were some minor problems and corrective actions taken by the contractor were satisfactory.

M - MARGINAL - Performance did not meet some contractual requirements. There were problems, some of a serious nature, for which corrective action was only marginally effective.

U - UNSATISFACTORY - Performance did not meet most contractual requirements. There were serious problems and the contractor's corrective actions were ineffective.

N - NOT APPLICABLE - Unable to provide a rating. No record of past performance or the record is inconclusive.

Ratings of higher or lower than satisfactory should include a narrative justification.

1. Was the contractor able to provide personnel with the requisite experience and education necessary to perform the requirements of the contract?

Bold and Underline One: E V S M U N
Comments:

2. How effective was the contractor in aligning and re-aligning resources to meet varying workloads?

Bold and Underline One: E V S M U N
Comments:

3. How effective was the contractor in resolving trouble issues or problems?

Bold and Underline One: E V S M U N
Comments:

4. Was the contractor able to provide the services required in a professional manner?

Bold and Underline One: E V S M U N
Comments:

5. Was the contractor able to provide the services required within the time frames and costs identified in the contract?

Bold and Underline One: E V S M U N
Comments:

6. Did the contractor provide clear, complete, accurate, and timely reports, deliverables, and other written correspondence?

Bold and Underline One: E V S M U N
Comments:

7. Were there any major discrepancies? If so, provide a rating regarding the effectiveness of the contractor's resolution and explain the outcome in remarks.

Bold and Underline One: E V S M U N
Comments:

8. Were you satisfied with the contractor's overall job performance?

Bold and Underline One: E V S M U N
Comments:

9. If you had a choice, would you do business with this contractor again?

Bold and Underline One: E V S M U N
Comments:

10. Any additional comments deemed relevant to evaluation:

Evaluator's Name and Title:

E-mail Address:

Telephone:

Request for Quotation (RFQ) Submission Instructions and Evaluation Criteria dated 15 Dec 10

The United States Air Force (USAF) requires Advisory and Assistance Services (A&AS) in support of the Defense Enterprise Accounting and Management System (DEAMS). The specific tasks and deliverables are identified in the performance work statement (PWS) and the service delivery summary (SDS).

The contract vehicle for this acquisition will be the GSA Multiple Award Schedule (MAS) 520, Financial and Business Solutions (FABS), Special item number (SIN) 13, Complementary Financial Management Services.

This is a best value procurement. A technical and cost quote not exceeding a total of 75 pages shall be submitted by the contractor on company letterhead through the Information Technology Solutions Shop (ITSS) procurement portal by the closing date. The technical quote (60 page limitation) and the cost quote (15 page limitation) shall be bound separately. The total page count of 75 pages shall include both quotes and all quote attachments (i.e. table of contents, past performance references, resumes, transition plan, cost data, etc.). Specific quote requirements include page margins no less than one inch and Arial font with a size no less than ten. In addition to the electronic submission, the contractor shall submit five hard copies of the entire quote to the GSA (1710 Corporate Crossing, Suite 3, O'Fallon, IL 62269) no later than the RFQ closing date. The complete quote consists of the hardcopy and the soft copy. Failure to provide a complete quote, in the correct media and delivered in accordance with the instructions for receipt, will result in the quote being late and will not be considered.

All questions resulting from the RFQ shall be submitted in writing via e-mail to both individuals identified below no later than seven calendar days following the release of the RFQ. All questions received will be consolidated and a response will be issued via a RFQ amendment.

Mara Shultz	Wendi Borrenpohl
Contracting Officer	Project Manager
GSA/FAS	GSA/FAS
Phone: 618-622.5808	Phone: 618.622.5806
Email: mara.shultz@gsa.gov	Email: wendi.borrenpohl@gsa.gov

The Government will evaluate the quotes based on the evaluation criteria identified in the RFQ. This will be a best value procurement. The Government intends to award a task order without discussion with respective contractors. The Government, however, reserves the right to conduct discussions if deemed in its best interest. The evaluation process will assess technical quotes, rank the quotes by price, and assess relative risks.

STEP 1 (Technical) – Evaluate all non-cost factors for each quote. Technical Evaluation (non-cost) factors are significantly more important than cost. Award will be made based on a best value analysis using criteria in the following order of importance: Technical Expertise/Staffing Plan, Technical Approach and Past Performance/Capabilities.

1. Technical Expertise/Staffing Plan shall demonstrate:
 - (a) The technical quote shall include a complete staffing approach that identifies the personnel resources and skill sets available to fulfill the PWS requirements, specifically addressing the expertise and experience that are required to complete the tasks identified in PWS paragraph 2.0.
 - (b) The contractor shall identify all key positions and provide resumes of proposed staffing for all key positions, which identify the education, certification, security clearance (the level of the clearance and date of the clearance shall be provided), experience and special skills of any individual(s) proposed to fill these positions. The resumes shall

include the identification of the experience and expertise identified in the PWS as available.

- (c) The resumes shall identify the proposed labor category and shall include a complete skill level description from the MAS 520 contract and any additional task specific requirements in terms of expertise (i.e. education) and experience of the labor category that is being proposed, including applicable substitutions.
- (d) The quote shall include the identification of all proposed labor categories and shall include complete skill level descriptions from the MAS 520 contract and any additional task specific requirements in terms of expertise (i.e. education) and experience of the labor categories that are being proposed to support task order performance, including applicable substitutions.
- (e) The technical quote shall include an organization chart depicting the organization from the head of the company through performers on the task order and other personnel, including subcontractors, supporting the resultant task order. The organization chart shall clearly illustrate the operational relationships among all entities to include their physical locations.
- (f) The technical quote shall identify and describe any proposed/potential sub-contractor agreements that may be required in the performance and completion of the task requirements.

2. Technical Approach shall demonstrate:

- (a) Knowledge and understanding of the requirement(s) as defined in the PWS. The technical quote shall include sufficient documentation to demonstrate a detailed understanding of the stated requirements. The technical quote shall address each individual requirement identified in the PWS to ensure the contractor has a thorough understanding of the requirements.
- (b) Methodology. The technical quote shall include an overview of the methodology that will be utilized to guide the management and the technical performance of the requirements identified in the PWS. The technical quote shall include a description of how the technical approach (i.e. description of the tasks performed) and analytical techniques will be applied to accomplish each of the requirements identified in the PWS.
- (c) **Safeguards. The technical quote shall address the safeguards to be implemented within the company organizational structure to ensure that all information acquired while performing under the Advisory and Assistance Service capacity is retained within the Government and is not shared within the company. The technical quote shall provide sufficient documentation to detail policy and procedures that will be implemented to prohibit unauthorized disclosure of such information.**

3. Past/Present Performance/Capabilities shall include:

- (a) Description of five (a total of five to include subcontractor references – additional past performance references will not be considered for evaluation purposes) past projects, to include the project/contract number the company, or proposed subcontractor company, has completed within the past year, or is currently performing, which is similar in scope to the PWS. Each reference shall include the following:
 - i. Contracting and technical points of contact with their phone numbers, electronic-mail addresses, and titles.
 - ii. Contract number and delivery/task order number, as applicable.

- iii. Contract type.
 - iv. The original contract award date (for the base period of performance) and the completion (or estimated completion) date (shall reflect all option periods).
 - v. Contract value (value of each performance period shall be identified).
 - vi. Number of contractor personnel involved.
 - vii. Identification of on/off site performance locations.
 - viii. Scope of work.
- (b) The contractor is to provide the Past/Present Performance questionnaire included in the RFQ to all performance references identified in the contractor's technical quote for completion and **direct submission to the GSA** as instructed within the questionnaire. The date established for receipt of the questionnaires will be the same as the date and time established for receipt of the RFQs.
- NOTE: An overall rating will be calculated based on a mathematical average formula for all past performance questionnaires received.
- (c) The Government may supplement the information provided with any other information it may obtain from any other source including its own experience with the firm or any proposed sub-contractor firms, or information concerning performance from any other reliable source.
- (d) Offerors with no relevant past or present performance history shall receive the rating of "neutral" meaning the rating is treated neither favorably nor unfavorably.

STEP 2 (Cost) – Evaluate reasonableness of all quotes, and then rank by total evaluated quote. The quote will be evaluated separately. Offerors are encouraged to provide discounts. The contractor quote shall include the items listed below. Failure to comply with all requirements listed below will render the quote non-responsive.

1. Format. The contractor shall provide a cost quote following the example provided in the PWS.
2. Structure. The contractor shall provide two separate quotes, reflecting all required/anticipated labor categories, that identify each labor category. One shall reflect personnel with security clearances and one without a security clearances.
3. Evaluation. For evaluation purposes, the total evaluated labor cost will be based on the Government's projected staffing level, including optional growth, 85 percent at the hourly rates quoted without a security clearance and 15 percent at the rates quoted with a security clearance.
4. Periods of Performance. The contractor quote shall include a quote for the base performance period and each option identified in the following list. The Government is under no obligation to exercise the option periods.

Transition Period:	March 1, 2011 through March 31, 2011
Base Year:	April 1, 2011 through March 31, 2012
Option Year 1:	April 1, 2012 through March 31, 2013
Option Year 2:	April 1, 2013 through March 31, 2014
Option Year 3	April 1, 2014 through March 31, 2015
Option Year 4:	April 1, 2015 through February 29, 2016

STEP 3 – The contracting officer may limit the number of quotes in the competitive range to the greatest number that will permit an efficient competition among the most highly rated quotes.

STEP 4 – Technical – Cost Trade-off: Perform and document an integrated best value assessment of the evaluated offerors. This step identifies the process for the Technical Cost Trade-Off. The technical score is significantly more important than cost. Technical and Cost offers will be evaluated separately. The respective offeror's technical scores will be ranked and then assessed against the total cost using a trade-off approach based on the relative risks and benefits of the individual offers. This trade-off will identify the best value offer to the Government. When making these trade-offs, the technical will be considered significantly more important than cost. The trade-off approach is explained as follows:

The offer (A) with the highest technical score/least risk will be considered first when making the best value determination. If the offer (A) with the highest technical score does not also have the lowest proposed cost, the Government will compare it with the second highest technical score (B), provided it (B) has a lower proposed cost than offer (A). The Government will determine if the higher technical score between these two offers is worth the additional cost offered by (A). If yes, the Government will proceed to compare offer A with the third highest technical offer (C) and perform the same analysis [comparing A to C]. This process will be repeated [A to D, A to E, etc.] with each offer unless an offer with a lesser cost is found whose technical score justifies the cost differential between offers. If none are found, the contractor offering the highest technical score will receive the task order award. If at any time an offer is found to have a technical score determined acceptable at a lower cost, the Government will continue the analysis in the same manner using the better valued offer in the equation (in place of A) to make the comparisons [e.g., B to C, B to D, etc.].

Basis of Award Decision: Since this acquisition is being accomplished in accordance with FAR 8.4, debriefing under FAR 15.5 are not required. However, in accordance with FAR 8.405-d(2), a brief explanation of the basis for award decision will be provided upon request by an unsuccessful offeror.

The following clauses are incorporated with the same force and effect as if provided in full text:

Clauses:

FAR:

52.203-13, Contractor Code of Business Ethics and Conduct (Dec 2008)

52.203-14, Display of Hotline Poster(s) (Dec 2007)

(b)(2)(ii) Insert the following address in paragraph (b)(3) of the clause at FAR 52.203-14, Display of Hotline Poster(s): DoD Inspector General, ATTN: Defense Hotline, 400 Army Navy Drive, Arlington, VA 22202-4704.

52.204-9, Personal Identity Verification of Contractor Personnel (Sep 2007)

52.204-10, Reporting Executive Compensation and First-Tier Subcontract Awards (Oct 2010)

52.212-4, Contract Terms and Conditions – Commercial Items (Mar 2009)

52.215-1, Instructions to Offerors—Competitive Acquisition (Jan 2004) Alternate I (Oct 1997)

52.215-2, Audit and Records—Negotiation (Oct 2010)

52.217-5, Evaluation of Options (Jul 1990)

52.217-8, Option to Extend Services (Nov 1999)

52.217-9, Option to Extend the Term of the Contract (Mar 2000)

52.227-14, Rights in Data—General (Dec 2007) Alternate II (Dec 2007)

52.232-7, Payments under Time-and-Materials and Labor-Hour Contracts. (Feb 2007)

52.232-18, Availability of Funds (Apr 1984)

52.232-19, Availability of Funds for the Next Fiscal Year (Apr 1984)

52.232-33, Payment by Electronic Funds Transfer – Central Contractor Registration (Oct 2003)

52.243-3, Changes—Time-and-Materials or Labor-Hours. (Sep 2000)

52.246-6, Inspection—Time-and-Material and Labor-Hour (May 2001)

GSAM:

552.237-73, Restriction on Disclosure of Information (Sep 1999)

INCREMENTAL FUNDING – TIME AND MATERIAL/LABOR HOURS

The project may be incrementally funded. If incremental funded, funds shall be added to the contract/order via a unilateral modification as the funds become available. The contractor shall not perform work resulting in charges to the Government that exceed obligated funds.

The Contractor shall notify the Contracting Officer in writing whenever it has reason to believe that the costs it expects to incur under this contract in the next 60 days, when added to all costs previously incurred, will exceed 75 percent of the total amount so far allotted to the contract/order by the Government. The notice shall state the estimated amount of additional funds required to continue performance of the contract/order for the specified period of performance or completion of that task.

Sixty days before the end of the period specified in the Schedule, the Contractor shall notify the Contracting Officer in writing of the estimated amount of additional funds, if any, required to continue timely performance under the contract or for any further period specified in the Schedule or otherwise agreed upon, and when the funds will be required.

The Government is not obligated to reimburse the contractor for charges in excess of the contract/order funded amount and the contractor is not obligated to continue performance or otherwise incur costs that could result in charges to the Government in excess of the obligated amount under the contract/order. (end)

DFARS:

252.203-7000, Requirements Relating to Compensation of Former DoD Officials (Jan 2009)

252.203-7002, Requirement to Inform Employees of Whistleblower Rights (Jan 2009)

252-203-7003, Agency Office of the Inspector General (Sep 2010)

AF FARS:

5352.204-9001, Visitor Group Security Agreements (May 1996)

5352.242-9000, Contractor access to Air Force installations (Aug 2007)

5352.242-9001, Common Access Cards (CACs) for Contractor Personnel (Aug 2004)

Funds are not presently available for RFQ and resultant award. No legal liability on the part of the Government for any payment may arise until funds are made available to the Contracting Officer for the resultant award and until the Contractor receives notice of such availability to be confirmed in writing by the Contracting Officer.

5TP57100252 - Service Delivery Summary (SDS) dated 5 Jan 2011					
Performance Requirement / Objective	PWS Ref.	Performance Standard	Acceptable Quality Level (AQL)	Surveillance Method	Payment Percentage
Functional Management	2.1.1; 2.2.1; 2.3.1	<ul style="list-style-type: none"> ■ Documentation shall present relevant definition of problems and issues; submitted timely to support milestone schedule; and resolution achieved within the established timeframe. ■ Documentation accuracy shall ensure 100% content accuracy and no more than one error per five pages. ■ 100% attendance and participation in all meetings as required. ■ 100% of services and documentation shall be completed and submitted NLT the established date for completion/receipt. 	<p>No more than one violation per month.</p> <p>Each additional violation will result in a 1% payment reduction up to the maximum payment percentage.</p>	Checklist and Customer Complaint	10.00%
Functional Policies	2.1.2; 2.2.2; 2.3.2	<ul style="list-style-type: none"> ■ Policies and procedures shall be prepared in clear, concise terms. ■ Policies and procedures shall be 100% compliant with applicable governing regulations, policies, directives and guidance. ■ Accounting transactions shall be classified to enable accurate reporting and improve budgetary controls and execution processes. ■ Documentation accuracy shall ensure 100% content accuracy and no more than one error per five pages. ■ 100% of services and documentation shall be completed and submitted NLT the established date for completion/receipt. 	<p>No more than one violation per month.</p> <p>Each additional violation will result in a 1% payment reduction up to the maximum payment percentage.</p>	Checklist and Customer Complaint	10.00%
DEAMS FMO Direct Support	2.1.3; 2.2.3; 2.3.3	<ul style="list-style-type: none"> ■ Documentation shall present relevant information as required. ■ Policies and procedures shall be 100% compliant with applicable governing regulations, policies, directives and guidance. ■ Documentation accuracy shall ensure 100% content accuracy and no more than one error per five pages. ■ 100% attendance and participation in all meetings as required. ■ 100% of services and documentation shall be completed and submitted NLT the established date for completion/receipt. 	<p>No more than one violation per month.</p> <p>Each additional violation will result in a 1% payment reduction up to the maximum payment percentage.</p>	Checklist and Customer Complaint	15.00%
Training.	2.1.4; 2.2.4; 2.3.4	<ul style="list-style-type: none"> ■ 100% of training presentations and communications shall be coordinated as required and shall be clear, effective, concise, and organized. ■ 100% of training provided is responsive for users' needs, ranging from desktop users to system administrators. ■ Trainers shall respond to 100% of training questions with applicable response/reference. ■ 100% of services and documentation shall be completed and submitted NLT the established date for completion/receipt. 	<p>No more than one violation per month.</p> <p>Each additional violation will result in a 1% payment reduction up to the maximum payment percentage.</p>	Checklist and Customer Complaint	10.00%
Software/Interface Project Management.	2.1.5; 2.2.5	<ul style="list-style-type: none"> ■ Documentation shall present relevant information as required. ■ Documentation accuracy shall ensure 100% content accuracy and no more than one error per five pages. ■ 100% attendance and participation in all meetings as required. ■ 100% of all system interfaces and agreements shall be 100% compliant with applicable governing regulations, policies, directives and guidance. ■ 100% of system functionality is monitored to ensure proper interface integration and operation. All system issues shall be identified, documented and monitored through resolution. ■ 100% of services and documentation shall be completed and submitted NLT the established date for completion/receipt. 	<p>No more than one violation per month.</p> <p>Each additional violation will result in a 1% payment reduction up to the maximum payment percentage.</p>	Checklist and Customer Complaint	10.00%
Data Management.	2.1.6	<ul style="list-style-type: none"> ■ Documentation shall present relevant information as required. ■ Documentation accuracy shall ensure 100% content accuracy and no more than one error per five pages. ■ 100% attendance and participation in all meetings as required. ■ 95% of all required elements and 90% of desired elements shall be captured at the initial analysis and conversion. ■ 100% of all data conversions shall be 100% compliant with applicable governing regulations, policies, directives and guidance. ■ 100% of services and documentation shall be completed and submitted NLT the established date for completion/receipt. 	<p>No more than one violation per month.</p> <p>Each additional violation will result in a 1% payment reduction up to the maximum payment percentage.</p>	Checklist and Customer Complaint	10.00%

5TP57100252 - Service Delivery Summary (SDS) dated 5 Jan 2011

Performance Requirement / Objective	PWS Ref.	Performance Standard	Acceptable Quality Level (AQL)	Surveillance Method	Payment Percentage
System-Level Operational Architecture.	2.1.7.	<ul style="list-style-type: none">■ Documentation shall present relevant information as required.■ Architectures shall be 100% compliant with applicable governing regulations, policies, directives and guidance.■ Documentation accuracy shall ensure 100% content accuracy and no more than one error per five pages.■ 100% attendance and participation in all meetings as required.■ 100% of services and documentation shall be completed and submitted NLT the established date for completion/receipt.	<p>No more than one violation per month.</p> <p>Each additional violation will result in a 1% payment reduction up to the maximum payment percentage.</p>	Checklist and Customer Complaint	10.00%
Milestone Documentation.	2.1.8.	<ul style="list-style-type: none">■ Documentation shall present relevant information as required.■ Documentation accuracy shall ensure 100% content accuracy and no more than one error per five pages.■ 100% attendance and participation in all meetings as required.■ 100% of services and documentation shall be completed and submitted NLT the established date for completion/receipt.	<p>No more than one violation per month.</p> <p>Each additional violation will result in a 1% payment reduction up to the maximum payment percentage.</p>	Checklist and Customer Complaint	2.50%
Deployment Support.	2.1.9; 2.2.6	<ul style="list-style-type: none">■ Contractor personnel availability during 100% of required hours.■ Documentation shall present relevant information as required.■ Documentation accuracy shall ensure 100% content accuracy and no more than one error per five pages.■ All items not resolved within the required timeframes shall be elevated to the next support level and given priority processing until resolved and closed.■ 100% of services and documentation shall be completed and submitted NLT the established date for completion/receipt.	<p>No more than one violation per month.</p> <p>Each additional violation will result in a 1% payment reduction up to the maximum payment percentage.</p>	Checklist and Customer Complaint	20.00%
Monthly Invoice.	4	<ul style="list-style-type: none">■ 100% complete.■ 100% accurate.■ Submitted NLT 21st calendar day of month following the reporting period and submitted concurrent with monthly report.	<p>No violations per month.</p> <p>A violation is an error, omission, or delayed delivery.</p> <p>Each violation will result in the maximum payment percentage.</p>	Checklist and Customer Complaint	2.50%